

PERMITTING & INSPECTIONS

(BUILDING/TRADES & ENVIRONMENTAL HEALTH)

Options to acquire applications for Building/Trades Permits and Environmental Health:

1. Available online the Planning & Inspections Department webpage
<http://www.co.bertie.nc.us/departments/pi/pi.html> ;
2. Request the form be mailed or emailed to you by calling or emailing us with your information; or
3. Pick up application forms from the dedicated mailbox outside the County Administrative Office Building (back door, facing Queen Street).

Completed permit applications may be mailed, emailed, faxed or placed in one of the drop-boxes outside the County Administrative Building that are marked for "Water Payments" or "Tax Payments" (parking lot side that faces Granville Street).

- For mail, please include the signed application form along with payment and remit to:
Bertie County Inspections
PO Box 530
Windsor, NC 27983
- For emailed and faxed application forms, please make sure the contractor's signature is on the form and remit payment by mail (see above) or drop-box.
- Any forms or payments placed in the drop-box must be in an envelope that is clearly marked "INSPECTIONS"

Fees - The Fee Schedule is available online and copies will be placed in the mailbox with the application forms. Please call the office if you have any questions about fees.

Building Plans for New Construction - If plans cannot be mailed or emailed, please call the office to make arrangements. A plan review is required to determine permit fees. You will be contacted once fees have been determined.

Environmental Health Permits & Flags - Please contact Environmental Health prior to arrival to discuss details regarding your permit; flags, if needed, will be placed in the mailbox with name for pickup. For any other Environmental Health inquiries, please call to speak with the EH Specialist.

Contact Information:

Phone: INSP (252)794-5336 EH (252)794-5303 Fax: (252)794-5361

Chris Surgeon, Building Codes Inspector: chris.surgeon@bertie.nc.gov

Sandy Bryant, Permit Specialist: sandy.h.bryant@bertie.nc.gov

Traci White, Director: traci.white@bertie.nc.gov

Don Highsmith, Environmental Health Specialist: dhighsmith@arhs-nc.org

Bertie County Website: www.co.bertie.nc.us

THANK YOU FOR YOUR COOPERATION DURING THIS TIME!