



BUILDING PERMIT PROCESS FOR NEW CONSTRUCTION

1. Apply for a building permit
 - a. If the address has not been assigned in GIS and is only a parcel number, you will need to complete an address verification form and return it to Teresa Jones at tjones@cityofsouthport.com. The application will then be forwarded to Brunswick County to assign an address in their GIS system.
2. System Development fees are collected during the time of the building permit payment.
***If you need an estimate of how much the fees will be, please contact the Public Services department at (910) 457-7935*
3. Tree removal is included in the building permit application
4. Trade permits (Electrical, Mechanical, Gas, etc.) are all separate or stand-alone permits. Each can be found under permit applications
***NOTE: Please have the subcontractor add your email address to their permit under GUEST so you can see inspection results*
5. You will need to contact the Finance / Utility Department to set up an account before paying for your permit. You will need to provide the following information:
 - a. Utility application – utility account must be in the contractor's name for construction
 - b. Driver's License
 - i. There is a \$35.00 Application fee and a \$150.00 deposit for new construction that is to be collected at the time of setup

Electric with BEMC

1. When you are ready for a t-pole: After the t-pole inspection, the City of Southport's inspection department will send a certificate to BEMC and a copy to the utility department. The utility department will send an application to BEMC to establish an electric account. You will then be able to contact BEMC to pay for your electrical services.
2. You will contact BEMC directly to establish underground service
3. When you are ready for Prior Power: After the prior electric inspection has passed, the City of Southport's inspection department will send a certificate to BEMC. You can then contact BEMC to initiate your meter request for final electric.



Address Verification Request

City of Southport
1029 N Howe St
Southport NC 28461

Parcel ID: _____

Name Property is in: _____

Name of Contractor: _____

Address Assigned By Tax Collector: _____
(Will be assigned by tax collector)

Address Verified By: _____ Date: _____
(Tax Collector Signature)

CONSTRUCTION UTILITY APPLICATION

City of Southport
1029 N Howe Street
Southport, NC 28461
Office: (910) 457-7900 | Fax: (910) 457-7905

APPLICATION DATE: _____

Office Use Only

____ NONRESIDENTIAL; ZONING COMPLIANCE PERMIT # _____ **(SEE PLANNING & INSPECTIONS)**

____ NEW CONSTRUCTION TEMPORARY SERVICE; BLDG PERMIT # _____ **(SEE PLANNING & INSPECTIONS)**

REQUESTED SERVICES FROM UTILITY COMPANY:

ELECTRIC _____ WATER _____

ACCOUNT NUMBER (ASSIGNED BY CITY) _____

(1). BUSINESS NAME: _____

EMAIL: _____ EIN # _____

(3). SERVICE ADDRESS: _____

(4). MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ ALTERNATE PHONE: _____

(5). APPLICANT NAME: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE _____ CELL PHONE #: _____

I hereby make application for utility services as indicated and the premises indicated. I agree to comply with the applicable ordinances of the city of Southport regarding the provision of utility services, including those relating to deposits and other charges. I understand that the information furnished on this application will be verified and if determined inaccurate, will result in the termination of service without prior notice.

**** By providing your EIN it will be used to facilitate credit reports and collection of electric, water, sewer, garbage, privilege licenses & property taxes or any other bills in the event you do not pay the bill(s) voluntarily. Using the provided EIN will also allow the city to claim payment on any unpaid bill from the NC Debt Setoff Program and/or other collection methods necessary to satisfy any unpaid debt.*

Applicant Signature(s): _____

Approved by: _____

OFFICE USE ONLY

BEMC METER:	WATER METER:	IRRIGATION METER:
SENT:	READ:	READ:
DEPOSIT:	APPLICATION FEE:	DRAFT: