



## 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 complete an address verification form and return it to [utilities@cityofsouthport.com](mailto:utilities@cityofsouthport.com). The application will then be forwarded to Brunswick County to assign an address in their GIS system.
  - b. If address is assigned in GIS, proceed to step 2
2. Complete City of Southport Utility Application and send to [utilities@cityofsouthport.com](mailto:utilities@cityofsouthport.com)
3. System Development fees are assigned by Brunswick County Public Utilities. You will contact them directly to pay the fees before a building permit is issued. You will upload the receipt into the attachments in your permit application after you have paid Brunswick County.
  - Utilitybilling@brunswickcountync.gov
  - (910) 253-2655 Opt 2 or 3
4. Tree removal- The tree removal permit application is included with the building permit application. *You will not need to complete a separate tree removal permit application.*
5. 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*

### Electric Process with Brunswick Electric (BEMC) (910) 457-9808

1. **When you are ready for a t-pole:** Electric Permit is needed and the building permit must be applied for- You can then request the t-pole inspection. After the t-pole inspection passes, 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 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)



## UTILITY APPLICATION

City of Southport  
1029 N Howe Street  
Southport, NC 28461

Office: (910) 457-7900 | Fax: (910) 457-7905

APPLICATION DATE: \_\_\_\_\_

CONNECTION DATE: \_\_\_\_\_

OFFICE USE ONLY

BEMC METER :
PERCENT #/AMT:
SENT:

RESIDENTIAL:  COMMERCIAL:  NEW CONSTRUCTION:

ELECTRIC:

APPLICANT NAME: \_\_\_\_\_

NAME(S) FOR ACCOUNT: \_\_\_\_\_

EMAIL: \_\_\_\_\_ SSN # or EIN # \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

OWNER:  TENANT:

OWNER NAME: \_\_\_\_\_ 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. Water, sewer and irrigation, if applicable, should contact Brunswick County Public Utilities at 910-253-2655, option 2 or 3, or utilitybilling@brunswickcountync.gov to establish service.

*\*\*\* By providing your EIN or SSN it will be used to facilitate credit reports and collection of electric and recycle/yard debris, 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: \_\_\_\_\_