

**NEW HANOVER COUNTY  
DEPARTMENT OF BUILDING SAFETY  
230 Government Center Dr. Suite 170  
Telephone (910) 798-7308  
Fax (910) 798-7060**

Nicholas Gadzekpo  
Director of Building Safety

**\*\*\*IMPORTANT NOTICE\*\*\***

**FOR COMPLETE ELECTRONIC PROJECT SUBMITTALS BY EMAIL**

If you wish to submit your Commercial or Residential project electronically by email, please attach your electronic plans in the “pdf format along with your application” before clicking the send button.

**FOR COMPLETE ELECTRONIC PROJECT SUBMITTALS IN PERSON**

If you wish to submit your Commercial or Residential project in person on CD, please fill out the building permit application on line, print it, scan and put it on your CD along with the plans and Appendix B if applicable in the “pdf format” & bring your CD to the Development Services Center, located at 230 Government Center Drive; Suite 170.

If you have questions about the electronic submittal process, please call the Development Services Center at (910) 798-7308.

Please note that we except Cash, Checks, and Credit Cards (American Express, Discover, VISA, and MasterCard).

Thank you.





## **NEW HANOVER COUNTY**

### **Development Services Center**

230 Government Center Dr. Suite 170

Wilmington, North Carolina 28403

**TELEPHONE (910) 798-7308**

*Fax # (910) 798-7060*

### **\*\*\*IMPORTANT NOTICE\*\*\***

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**YOU CAN NOT EMAIL THE ELECTRICAL PRIOR CUT-ON APPLICATION TO US**

**IT MUST BE SUBMITTED IN PERSON TO THE  
NHC DEVELOPMENT SERVICES CENTER**

Please fill out this electrical prior cut-on permit application “On Line” and PRINT IT. It must be signed by the Owner, General Contractor and Electrical Contractor, then bring it in along with the Prior Cut-On Service Agreement and submit to the DSC for immediate processing. Please print a copy for your records! You can reach us at **910-798-7308** if you have any questions about the submittal process. Thank you!

