



PENDER COUNTY PLANNING AND COMMUNITY DEVELOPMENT

APPLICATION TYPE: **RESIDENTIAL NEW CONSTRUCTION**

(PLEASE PRINT CLEARLY & ANSWER ALL QUESTIONS)

Project Responsibility

Permit # \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_
APPLICANT'S ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_
CITY / STATE/ ZIP CODE \_\_\_\_\_

Note: If you are not the licensed General Contractor/Qualifier, then a notarized letter from the General Contractor is required, giving you permission to pick up permit on their behalf.

PROJECT LOCATION: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ LICENSE # \_\_\_\_\_
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_
PHONE # \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_
OWNER'S ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PROJECT CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

TYPE OF CONSTRUCTION: NEW / ADDITION / RENOVATION / REPAIR / OTHER (Circle/Highlight One)

Description of Work: \_\_\_\_\_

IS PROPERTY LOCATED IN A FLOODPLAIN? YES \_\_\_ NO \_\_\_ TOWNSHIP: \_\_\_\_\_

TOTAL BLD HEIGHT: \_\_\_\_\_ NO. OF STORIES: \_\_\_\_\_ NO. OF BEDRMS \_\_\_\_\_ NO. OF BATHS: \_\_\_\_\_
BUILDING INSULATION REQUIRED: YES \_\_\_ NO \_\_\_ TEMPORARY POLE REQUESTED: YES \_\_\_ NO \_\_\_
WORKMANS' COMP INSURANCE REQUIRED FOR PROJECT: YES \_\_\_ NO \_\_\_ NCR FUND: YES \_\_\_ NO \_\_\_

Table with 4 columns: Question, Yes, No, Sq. Ft. Rows include: Are you constructing an accessory building, Are you constructing a garage, Square Feet of Residence, Are you constructing porch, Are you constructing deck, Are you constructing Carport, Total Square Footage Of Project.

EXTERIOR FINISH: BRICK / VINYL / VENEER / OTHER: \_\_\_\_\_ # OF FIREPLACES: \_\_\_\_\_
(Circle/Highlight One)

I hereby certify that all information in this application is correct and all work will comply with the NC State Building Code and all other applicable State and local laws, ordinances and regulations. The Inspections Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**CALCULATING PERMIT FEE**

**THE FOLLOWING HIGHLIGHTED ITEMS ARE OPTIONAL FOR APPLICANT. COMPLETING THE HIGHLIGHTED ITEMS WILL ENABLE THE APPLICANT TO DETERMINE APPROXIMATE PERMIT COST.**

	<b>SQUARE FOOTAGE</b>		<b>CONSTRUCTION COST</b>
<b>RESIDENTIAL HEATED (UNDER ROOF)</b>		<b>X \$60.00</b>	
<b>RESIDENTIAL UNHEATED (UNDER ROOF)</b>		<b>X \$20.00</b>	
<b>RESIDENTIAL UNHEATED (DETACHED)</b>		<b>X \$20.00</b>	
<b>PORCHES WITH ROOF</b>		<b>X \$15.00</b>	
<b>DECKS WITH NO ROOF</b>		<b>X \$15.00</b>	
<b>TOTAL SQ. FT.</b>		<b>TOTAL COST</b>	

**PERMIT COST BASED ON CONSTRUCTION COST**

FIRST \$50,000.00 = \$150.00.....	_____
AMOUNT OVER \$50,000.00 (\$4.00 / ONE THOUSAND DOLLARS OF COST) .....	_____
N.C. RECOVERY FEE.....	\$10.00 _____
SAW SERVICE (T-POLE).....	\$30.00 _____
INSULATION PERMIT.....	\$60.00 _____
PLAN REVIEW FEE (TBD).....	Min. \$10.00 _____
	<b>Permit Cost</b> _____



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**AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE  
N.C.G.S. § 87-14**

The undersigned applicant for Building Permit Number \_\_\_\_\_ being the

- Contractor
- Owner
- Officer/Agent of the Contractor of Owner

do hereby aver under penalties of perjury that the person(s), firm(s), or corporation(s) performing the work set forth in the permit:

- has/have three (3) or more employees and have obtained workers' compensation insurance to cover them,
- has/have one (1) or more subcontractor(s) and have obtained workers' compensation insurance covering them,
- has/have one (1) or more subcontractor(s) who has/have their own policy of workers' compensation covering themselves,
- has/have not more than two (2) employees and no subcontractors,

while working on the project for which this permit is sought. It is understood that the Central Permitting Division issuing the permit may require certificates of coverage of workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm, or corporation carrying out the work.

**Firm Name:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Permit Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Witness**

\_\_\_\_\_  
**Date**



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## FOUNDATION SURVEY REQUIREMENT

Permit # \_\_\_\_\_

### Unified Development Ordinance 3.2.2 Setback Certification

A. Upon submittal of a building permit application or prior to approval of a site plan or preliminary subdivision plat, the Administrator shall confirm all required setbacks and make clear note of these requirements on the application, plat or plan documents, as applicable.

B. Foundation Survey Requirements: Foundation surveys will be required and must be submitted in its original form to verify that a new structure meets the set back requirements of this ordinance prior to occupancy. A foundation survey is required when the foundation wall is completed. Foundation surveys shall be required for all principal structures and accessory structures greater than 600 square feet with the exceptions noted below. The foundation survey submission shall consist of a map prepared by a Professional Land Surveyor showing the structure, lot boundaries and distance from the structure to the lot boundaries, and be signed and sealed by the surveyor. A signed and sealed letter from a Professional Land Surveyor, identifying the property and structure and certifying that the structure meets or exceeds the setbacks for the zoning district in which it is located may be provided in lieu of a survey map.

C. Prohibition on Inspections: No inspections shall be provided by the Pender County Building Inspector on a structure after the "foundation inspection" unless the Foundation Survey is complete. The Inspector shall place a stop work order on any construction when the foundation verification is not submitted when required and shall not provide an occupancy permit or any authorization for power connection until the required foundation survey verification is submitted and approved by the Administrator or their designated representative.

D. Exceptions to Survey Requirements: A foundation survey will not be required in the following circumstances:

- 1) For a structure erected on a bona fide farming operation.
- 2) For individual mobile homes located in a mobile home park.
- 3) For structures when the approved site plan shows the setbacks to be double those required by this ordinance and a building inspector upon visit to the site can observe and confirm that the structure has been located as shown on the site plan. The inspector shall verify his observation by providing a signed copy of the site plan or a permit for the structure to the Administrator. Other form of certification satisfactory to the Building Inspections Director and Administrator may be provided.
- 4) For structures when the conditions noted below are met and a building inspector upon visit to the site can observe and confirm that the structure has been located as shown on the site plan. The inspector shall verify his observation by providing a signed copy of the site plan or a permit for the structure to the Administrator. Other form of certification satisfactory to the Building Inspections Director and Administrator may be provided. The following conditions must be met for this exception to apply:
  - a) Site plan approved by Administrator and Environmental Health shows front yard setbacks to be 20 feet above minimum required and side and rear yard setbacks to be 10 feet above minimum required and is available at site.
  - b) A survey map of the site showing the property corners is available at the site.
  - c) The permanent property corners are clearly marked and flagged.
  - d) The owner or his representative is available at the site to provide measurements if necessary to confirm structure location.

\_\_\_\_\_  
Applicant (Signature indicates Foundation Survey requirements has been discussed.) Date \_\_\_\_\_

\_\_\_\_\_  
Technician ((Signature indicates Foundation Survey requirements has been discussed.)) Date \_\_\_\_\_

### According to structure drawing on site plan the following is required:

\_\_\_ double setback (exception 3 above) \_\_\_ 20+10+10 (exception 4 above) \_\_\_ Survey required no exception

\_\_\_ Double Wide Mobile Home – Foundation survey or setback verification must be submitted **BEFORE** the first inspection i.e. marriage wall, electrical, plumbing, mechanical finals, etc.

\_\_\_ Single Wide Mobile Home – Foundation survey or setback verification must be submitted **BEFORE** the first inspection i.e. electrical, mechanical and plumbing finals.



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\*The inspector reserves the right to request that a licensed surveyor submit the Foundation Survey.\*

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**AFFIDAVIT AS TO STATUS OF LICENSURE  
N.C.G.S. § 87-1**

**Applicant: Please check the appropriate boxes; provide requested information, sign, and date below.**

- I propose to construct a new building.**
- I propose to set-up a properly labeled modular building.**
- I am a North Carolina licensed general contractor.** License Number: \_\_\_\_\_
- I am NOT a North Carolina licensed general contractor.** The cost of the project does not exceed \$30,000 per N.C.G.S. § 87-1.
- I am NOT a licensed general contractor.** I am providing a \$5,000 surety bond in accordance with N.C.G.S § 143-139.1. (For Modular set-up ONLY)  
Bond Company: \_\_\_\_\_ Bond Number: \_\_\_\_\_
- I am the owner of the proposed building.** It is my intention to act as my own general contractor for constructing the proposed building or for setting up the proposed modular building. I have entered into a construction project where the cost of the undertaking exceeds \$30,000. I have read N.C.G.S. § 87-1. I certify that I am not allowing an unlicensed general contractor to perform the duties of a general contractor, which I understand from reading N.C.G.S. § 87-1 includes construction superintending and managing in addition to, among other things signing written contracts. I intend to retain the finished house (or other project) exclusively for my own use and to be occupied by me or my family for a minimum of one year after completion. I am not building a “speculation” project with the intention of selling the project once it is completed. I understand that building a “spec” project without proper licensure is a violation of N.C.G.S. § 87-13; this may be a criminal offense. Also, I understand that problems which may arise due to construction of the building or set-up of the properly labeled modular building, such as inaccurate or insufficient foundation, improper or inadequate marriage line connections, improper plumbing, mechanical, or electrical connections between the units, etc., will be solely my responsibility, and I will be left with no recourse and must assume total liability for correction of the problems. I personally have a thorough knowledge of the requirements of the NC State Building Code with regard to construction and/or setting up modular buildings.

\_\_\_\_\_  
**Signature of Permit Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Witness**

\_\_\_\_\_  
**Date**



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**LIEN AGENT INFORMATION**

Permit No. \_\_\_\_\_

*Effective April 1, 2013*

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to issue any permit where the project cost is \$30,000 or more, unless the application is for improvements to an existing dwelling that the applicant uses as a residence **OR** the property owner has designated a lien agent and provided the Inspection's office with information below:

Name of Lien Agent: \_\_\_\_\_

Mailing Address of Agent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Physical Address of Agent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email address: \_\_\_\_\_

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

Excerpt from North Carolina G.S. 160A-417:

**"(Effective April 1, 2013)** No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined G.S. 87-15.5(7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the Inspection department in the same manner and in the same location in which it maintains its record of building permits issued."