



PENDER COUNTY PLANNING AND COMMUNITY DEVELOPMENT

APPLICATION TYPE: **COMMERCIAL**

(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 # _____

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 ___

WORKMAN'S COMP INSURANCE REQUIRED FOR PROJECT: YES ___ NO ___

NC RECOVERY FUND? YES ___ NO ___

DECK: YES ___ NO ___ SQ. FT. _____ PORCH: YES ___ NO ___ SQ. FT. _____ WALKWAYS: YES ___ NO ___

BUILDING USE: _____ EXTERIOR FINISH: BRICK / VINYL / WOOD / OTHER : _____

(Circle/Highlight One)

BUILDING SCOPE OF WORK \$ _____ Contractor Name _____

Address _____ Phone # _____ License # _____

ELECTRICAL SCOPE OF WORK \$ _____ Contractor Name _____

Address _____ Phone # _____ License # _____

MECHANICAL SCOPE OF WORK \$ _____ Contractor Name _____

Address _____ Phone # _____ License # _____

PLUMBING SCOPE OF WORK \$ _____ Contractor Name _____

Address _____ Phone # _____ License # _____

TOTAL PROJECT COST _____

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 (Commercial ONLY)

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

PERMIT COST BASED ON CONSTRUCTION COST

FIRST \$50,000.00 =.....	\$200.00
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 (Determined by department)	Min. \$10.00
	Permit Cost _____

**Note: You will need to use this calculation for each trade i.e. building, plumbing, and mechanical, etc...
Do not calculate based on total project, unless you will be obtaining the permit for all trades.**



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CATEGORY OF INFORMATION	Circle/Highlight Items That Apply For Each Category Of Information					
Type of Building	New	Existing	Addition	Renovation		
Equipment (Includes Electrical, Mechanical Plumbing)	New	Existing	Addition	None		
Non-Residential Kitchen Facility Proposed	YES NO	Date Approved Environmental Health				
Property/Building Use	1 Family	2 Family	Apartment Bldg.	Condo. Bldg.	Townhouse Bldg.	Other Use, List:
Accessory Buildings Proposed in Project	YES NO	Dimensions	Describe Construction And Use:			

UTILITY APPROVALS	PUBLIC SERVICE PROVIDER REQUIRES LETTER OF APPROVAL FOR CONNECTION – INDIVIDUAL WASTE WATER SERVICE (SEPTIC TANK) REQUIRES APPROVED “CONSTRUCTION AUTHORIZATION” (CA) FROM ENVIRONMENTAL HEALTH – COMPLETE THE ITEMS THAT APPLY	
Public Water Service YES ___ NO ___	Service Provider Name:	Date of Approval:
Public Sewer Service YES ___ NO ___	Service Provider Name:	Date of Approval:
Individual Septic Tank YES ___ NO ___	CA Permit Number:	Date of Approval:
Individual Well YES ___ NO ___	Permit Number: Currently Not Applicable for Individual Private Wells	Date of Approval: Currently Not Applicable for Individual Private Wells

REQUIRED NC AGENCY APPROVALS	Circle/Highlight And Complete The Items Applicable	
NCDOI Approval Required¹	YES	NO
Plan Approval	No. of Sheets _____	Date Plans Approved _____
Specifications	No. of Pages _____	Date Specs. Approved _____
NCDOL Approval Required	YES	NO
Project Includes Elevators	Yes No	Date of Approval _____
Project Includes Boilers	Yes No	Date of Approval _____

Professional Designer Required²	Yes ___ No ___			
Designer Name				Phone No. _____
Type Professional	Architect	Engineer	Owner	Registration No. (NC) _____
Designer Address	Street/POB: _____	City: _____	State: _____	ZIP: _____

¹ Required for most Public Institutional Buildings.

² Required for all buildings 2500 sq. ft. and larger or costing \$90,000 or more



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

(Must be submitted for each project)

The undersigned applicant for Building Permit # _____ being the
_____ Contractor _____ Owner _____ Officer/Agent of the Contactor or Owner

do hereby assert 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 or more subcontractor(s) and have obtained workers' compensation insurance covering them.

_____ has/have one 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 Inspection Department 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: _____

§ 87-14. Regulations as to issue of building permits.

Any person, firm or corporation, upon making application to the building inspector or such other authority of any incorporated city, town or county in North Carolina charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, grading or any improvement or structure where the cost thereof is to be thirty thousand dollars (\$30,000) or more, shall, before he be entitled to the issuance of such permit, furnish satisfactory proof to such inspector or authority that he or another person contracting to superintend or manage the construction is duly licensed under the terms of this Article to carry out or superintend the same, and that he has paid the license tax required by the Revenue Act of the State of North Carolina then in force so as to be qualified to bid upon or contract for the work for which the permit has been applied, and that he has in effect **Workers' Compensation insurance** as required by Chapter 97 of the General Statutes; and it shall be unlawful for such building inspector or other authority to issue or allow the issuance of such building permit unless and until the applicant has furnished evidence that he is either exempt from the provisions of this Article or is duly licensed under this Article to carry out or superintend the work for which permit has been applied; and further, that the applicant has paid the license tax required by the State Revenue Act then in force so as to be qualified to bid upon or contract for the work covered by the permit; and further, that the applicant has in effect **Workers' Compensation insurance** as required by Chapter 97 of the General Statutes. Any building inspector or other such authority who is subject to and violates the terms of this section shall be guilty of a Class 3 misdemeanor and subject only to a fine of not more than fifty dollars (\$50.00). (1925, c. 318, s. 13; 1931, c. 62, s. 4; 1937, c. 429, s. 7; 1949,



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c. 934; 1953, c. 809; 1969, c. 1063, s. 6; 1971, c. 246, s. 4; 1981, c. 783, s. 2; 1989, c. 109, s. 2; 1991 (Reg. Sess., 1992), c. 840, s. 2; 1993, c. 539, s. 603; 1994, Ex. Sess., c. 24, s. 14(c).)

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.

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

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

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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HEIGHT LIMITATIONS FOR ALL BUILDINGS

Applicable Sections of Unified Development Ordinance:

4.6.1 Height

Height shall be measured as the vertical distance from the average street grade (at access) or finished grade at the building line, whichever is the highest, to the highest point of the building or roof structure.

A. Permitted Height Exclusions. The following shall be considered excluded and therefore can exceed the maximum height provision otherwise applicable within all districts as specified below -

- 1) Bona fide farm buildings other than dwelling units or other residential uses;
- 2) Chimneys or flues extending not more than ten (10) feet above the roofline.
- 3) Steeples, spires, or similar features on places of worship;
- 4) Strictly ornamental features such as belfries, parapets, roof screens and widows watches less than four (4) feet in height;
- 5) Air conditioning units and other mechanical features screened from view by a parapet wall;
- 6) Utility poles;
- 7) Lightning rods;
- 8) Aerials and antennas;
- 9) Water tanks;
- 10) Solar and wind energy collectors;
- 11) Amateur radio towers;
- 12) Commercial or government communication towers (as specified in Articles 3 and 5)
- 13) Meteorological Data Devices
- 14) obstructions permitted:
- 15) Elevator or stair bulkheads, roof water tanks, or cooling towers.
- 16) With the exception of wireless communication facilities, other appurtenances usually required to be placed above roof level and not intended for human occupancy.

4.14.1 Dimensional Requirements Table - See Maximum Height - Ft

***The process for "Shooting" foundation and building heights where buildings are to exceed 30 feet.**

If height is indicated to be 30' or more the elevation plans must be signed off by the Planning Director or a designated member of Planning Staff. The Planning Director will sign and place a sticker on the building plans indicating that a "Height Elevation" by Surveyor is required. Once the roof sheathing is completed a "Height Elevation" indicating elevation at the ridge line will be required. The elevation should be from street/sidewalk grade and building grade at front of house. The Permitting Technicians will indicate in notes and other conditions "Height Elevation Required". Inspector will not perform any further inspections after roof sheathing until the "Height Elevation" is turned in. Technicians will indicate in notes and other condition once "Height Elevation" is turned into Planning.

Applicant _____ Date: _____

Technician _____ Date: _____

Require Height Certification by Zoning Administrator _____

Require Height Elevation by Surveyor _____



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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."