

# **DOCUMENTS TO BE INCLUDED IN PACKAGE**

**CHECK OFF BOX (IF DOCUMENTS ARE NOT INCLUDED APPLICATION WILL BE RETURNED)**

**CAMA-(if no CAMA is needed) PLEASE SUBMIT SURVEY\*STORMWATER\*ZONING\*A OR V ZONE FLOOD PLAIN DEVELOPMENT PERMIT APPLICATION AND SHALL BE APPROVED PRIOR TO APPLYING FOR BUILDING PERMIT\* ATTACH COVER SHEET WITH REQUIRED DOCUMENTS**

**COMPLETED BUILDING APPLICATION**

**VE/AE ZONE APPLICATION**

**LIEN AGENT FORM**

**PRE-CONSTRUCTION ELEVATION CERTIFICATE**

**ENGINEER STRUCTURE-ELEVATOR SHAFT  
LETTER OF DESIGN:**

**SIZE OF TAP  $\frac{3}{4}$ " , 1" AND IF Y-OFF IS NEEDED**

**CONSTRUCTION & BREAK- A-WAY WALL DRAWING**

**SEWER TAP FORM/NEW OWNERSHIP APPLICATION WITH  
COPY OF DRIVER'S LICENSE**

**V-ZONE CERTIFICATE BASED ON CONSTRUCTION DRAWINGS**

**1 SET OF BLUE PRINTS & 1 COPY ON FLASH  
DRIVE/CD/THUMB DRIVE/MEMORY CARD**

**IF PROPERTY OWNER IS ACTING AS THE CONTRACTOR THEN  
THE ATTACHED PAPERWORK IS REQUIRED WITH  
APPLICATION.**



This document is effective December 1, 2009  
All previous versions are expired

# TOWN OF HOLDEN BEACH

## BUILDING PERMIT APPLICATION

Office Only:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\* All information on this application must be filled out completely. Information that does not apply must show n/a. Incomplete applications shall be returned without being processed.*

A zoning permit application must be submitted prior to or at the same time as the application.

**PROPERTY OWNER INFORMATION:**  
Name: \_\_\_\_\_  
Holden Beach Property Address: \_\_\_\_\_  
Lot Number: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Permanent Mailing Address:  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Beach House Phone: \_\_\_\_\_  
Cellular Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**CONTRACTOR INFORMATION:**  
Business Name: \_\_\_\_\_ Qualifier: \_\_\_\_\_  
Mailing Address:  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
N.C. State Contractor's License Number: \_\_\_\_\_  
Workman's Compensation Number (Attach Copy): \_\_\_\_\_  
Current Holden Beach Privilege License Number Yes \_\_\_\_\_ No \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**ZONING:** (check one)  
Residential (R-1 Zone) \_\_\_\_\_ Residential (R-2 Zone) \_\_\_\_\_ Commercial (C-1 Zone) \_\_\_\_\_

**FLOOD PLAIN INFORMATION:**  
Flood Zone Designation (X, AE, VE) \_\_\_\_\_ Base Flood Elevation \_\_\_\_\_

**WORK CLASSIFICATION AND VALUE:** (check one)  
New \_\_\_\_\_ Addition \_\_\_\_\_ Repair \_\_\_\_\_  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
*List all repairs in detail on second page.*

**PROPERTY USE:** (check one)  
Single Family \_\_\_\_\_ Two Family \_\_\_\_\_ Condominium \_\_\_\_\_ Townhouse \_\_\_\_\_



I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

This permit becomes null and void if work or construction authorized is not commenced within six months, or if construction or work is suspended or abandoned for a period of one year at any time after work is commenced.

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**PERMIT APPROVAL:**

\_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
Date

APPENDIX D

AFFIDAVIT OF WORKER'S COMPENSTATION COVERAGE  
N.C.G.S §87-14

The undersigned applicant for construction on Parcel # \_\_\_\_\_ being the

\_\_\_\_\_ Contractor

\_\_\_\_\_ Owner

\_\_\_\_\_ Officer/Agent of the Contractor

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 worker's compensation insurance to cover them,

\_\_\_\_\_ has/have one or more subcontractor(s) and have obtained worker's compensation insurance to cover them,

\_\_\_\_\_ has/have one or more subcontractor(s) who has/have their own policy of worker's 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 Worker's Compensation insurance prior to issuance of the permit at any time during the permitted work from any person, firm or corporation carrying out the work.

Company Name : \_\_\_\_\_

Signed : \_\_\_\_\_

Print : \_\_\_\_\_

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

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

## INSTRUCTIONS TO PERMITTING OFFICES

(PER N.C. GEN. STAT. §§44A-11.1, 44A-11.2, 160A-417, 153A-357, and 87-14)

Effective April 1, 2013, North Carolina law will require that an owner (or, as typical with permit applications, the contractor on their behalf) appoint a lien agent when they first contract for improvements to real property. A lien agent is a title insurer or agent also registered as a lien agent with the NC Department of Insurance.

However, the appointment is *not* required for improvements:

- (1) for which the costs of the undertaking are less than \$30,000, either at the time that the original building permit is issued or, in cases in which no building permit is required, at the time the contract for the improvements is entered into with the owner,
- (2) to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that is used by the owner as a residence; or
- (3) for which first furnishing of labor or materials at the site is prior to April 1, 2013.

The identification and contact information for the lien agent must be in 3 places:

- (1) "conspicuously set forth in the permit or in an attachment thereto"
- (2) Maintained in the inspection department "in the same manner and in the same location in which it maintains its record of building permits issued" and
- (3) "conspicuously and continuously posted on the property for which the permit is issued until the completion of all construction"

A website created specifically and solely for purposes of facilitating the filings of appointments of lien agents, the filing of notices to lien agents by potential lien claimants, and searching for these filings will be available April 1, 2013, at [www.liensnc.com](http://www.liensnc.com). So when the owner (or contractor on their behalf) appoints a lien agent through the LiensNC system, it will generate an Appointment of Lien Agent document or form for the property and project, which will include the following information :

- Designated Lien Agent and contact information (c/o LiensNC)
- Unique Entry or Identifying number for the Project
- Owner and contact information
- Contractor (if one)
- Instructions for the owner and/or contractor to post at the property and provide to the permitting office
- "QR Code" for easy access to the property information in the LiensNC system

The lien agent information form or document printed from the LiensNC website can be attached to the building permit application and building permit, for it will include the required information the permit office will need.

For further information regarding the LiensNC website, feel free to contact LiensNC, LLC, c/o Nancy Ferguson, President, at Chicago Title Company, LLC, 800-445-9983 or [Nancy.Ferguson@ctt.com](mailto:Nancy.Ferguson@ctt.com).

4853-2686-3635, v. 1

VE & AE Zones  
Application

**Town of Holden Beach  
Floodplain Development Permit Application**

Date : \_\_\_\_\_ Location of Property : \_\_\_\_\_

**Type of Development :**

Residential Construction      Nonresidential Construction      Addition      Renovation  
Other (specify) \_\_\_\_\_

**Size of Development:** \_\_\_\_\_

**FIRM Data :** Map Panel No. \_\_\_\_\_ Suffix \_\_\_\_\_ Map Panel Date \_\_\_\_\_  
Flood Zone \_\_\_\_\_ (Enter zone & not y/n) (see survey for information)

**Development Standards Data:**

On Holden Beach the Policy is that all structures constructed in a V or A Zone shall meet FEMA requirements for both zones.

1. Base flood elevation (BFE) per FIRM at development site \_\_\_\_\_.
2. Regulatory flood protection elevation must be at or above the bottom of the lowest supporting horizontal member plus 2 feet and all attendant utilities to include but not limited to, all heating, air conditioning and electrical equipment.
3. V-Zone Certification is required prior to a C.O. being issued by the Building Inspector for all structures within all V-Zones and A-Zones.
4. All walls constructed below base flood elevation shall be constructed with break a way walls and have flood vents in accordance with FEMA's technical bulletins for V- Zones and A-Zones.
5. ALL areas below the base flood elevation plus 2 feet are permitted to be used only for parking vehicles, building access, or storage based on FEMA regulations and Holden Beach Ordinance.  
When signing below you the property owner and agent agree to these regulations.
6. Total area of openings required are a minimum of two openings having a net area of not less than one square inch for every square foot of enclosed area below base floor elevation. Garage doors cannot be used to satisfy this requirement.  
\*The bottom of all required openings must be no higher than 12" above Grade.  
\*The vents must be installed in at least two walls of the enclosure.

Applicant acknowledgment: I, the undersigned, understand that the issuance of a floodplain development permit is contingent upon the above information being correct and that the plans and supporting data have been or shall be provided as required. I also understand that prior to occupancy of the structure being permitted, an elevation certificate signed by a professional engineer or registered land surveyor must be on file with the Town of Holden Beach Building Department indicating the "as built" elevations in relation to mean sea level (MSL).

Print or Type Name of Property Owner

Print or Type Name of Agent

Signature of Property Owner & Date

Signature of Agent & Date

Address & Telephone Number

Address & Telephone Number

Floodplain Manager \_\_\_\_\_

## LIEN AGENT INFORMATION

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 inspections office with the information below:

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

Mailing address of Agent \_\_\_\_\_

Physical address of Agent \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

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 in 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.”



AM109.1.4 2x6 diagonal vertical cross bracing may be provided in two perpendicular directions for freestanding decks or parallel to the structure at the exterior column line for attached decks. The 2x6's shall be attached to the posts with one 5/8 inch hot dipped galvanized bolt with nut and washer at each end of each bracing member per Figure AM109.3

If span between post is greater than 7' center blocking and 1-5/8" bolt with nut and washer required

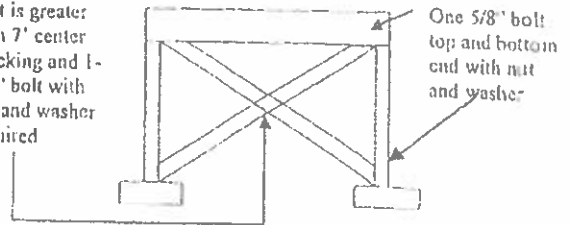


Figure AM109.3

AM109.1.5 For embedment of piles in Coastal Regions, see Chapter 45.

Section AM110

AM110.1 Stairs shall be constructed per Figure AM110. Stringer spans shall be no greater than 7' span between supports. Spacing between stringers shall be based upon decking material used per AM107.1. Each Stringer shall have minimum 3 1/2" between step cut and back of stringer. All stringers supported at top on suspended headers that support stringers at the top shall be attached with 3/8" Galv bolts with nuts and washers.

Max. spacing between stringers 36".

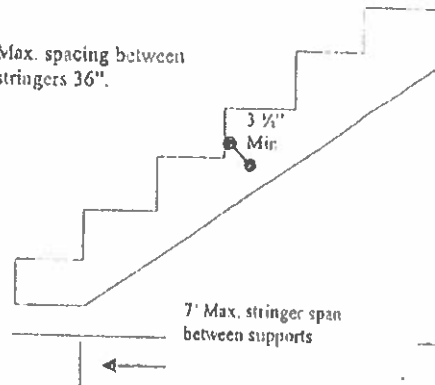
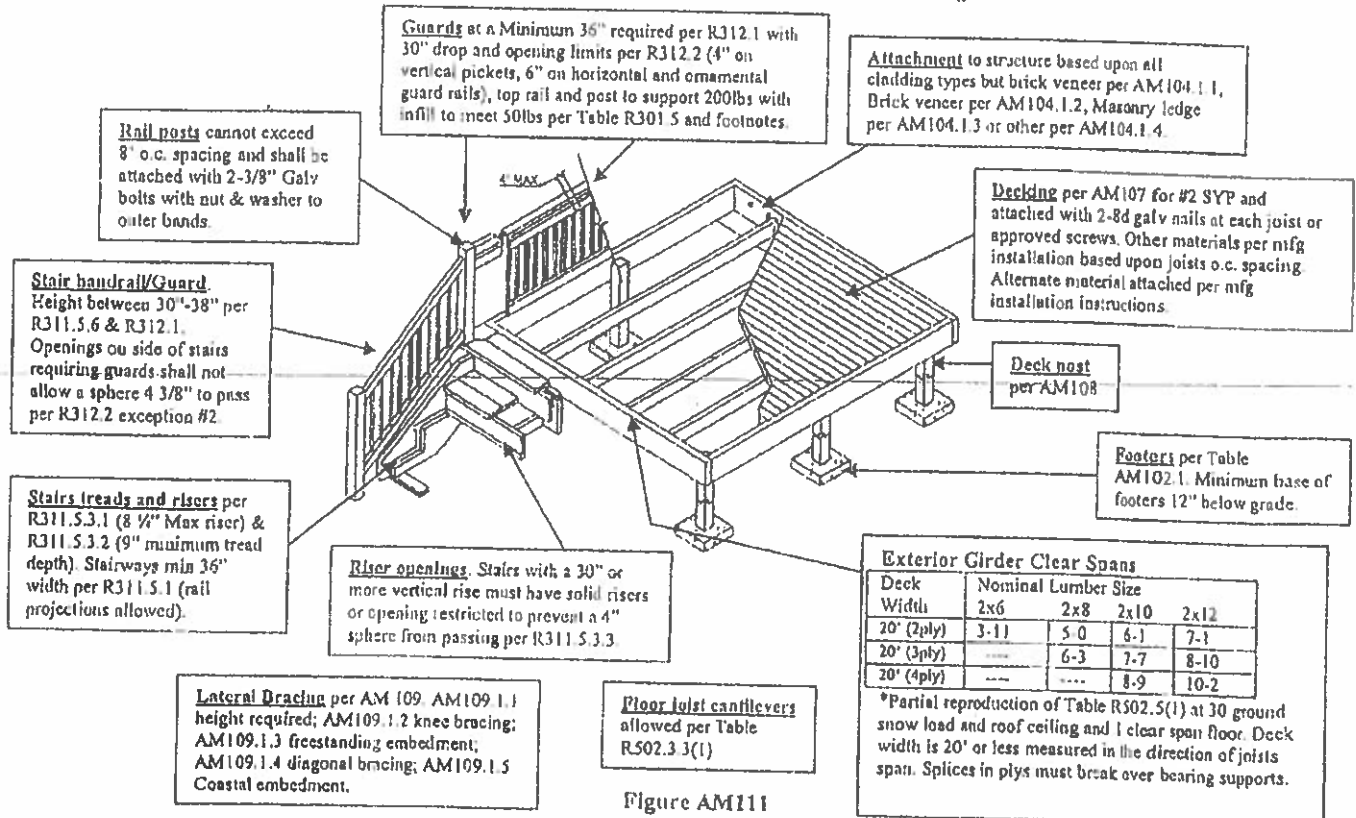


Figure AM110

Section AM111

AM111.1 Handrails, Guards and General. Deck handrails, guards and general construction shall be per Figure AM111.

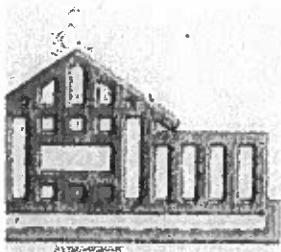


**Exterior Girder Clear Spans**

Deck Width	Nominal Lumber Size			
	2x6	2x8	2x10	2x12
20' (2ply)	3-11	5-0	6-1	7-1
20' (3ply)	---	6-3	7-7	8-10
20' (4ply)	---	---	8-9	10-2

\*Partial reproduction of Table R502.5(1) at 30 ground snow load and roof ceiling and 1 clear span floor. Deck width is 20' or less measured in the direction of joists span. Splices in plys must break over bearing supports.

Figure AM111



# Town of Holden Beach

## PLANNING & INSPECTIONS DEPARTMENT

L, EIT, PII, FII, MII  
Tim D. Evans, Director of  
Planning & Inspections  
tde@hbtownhall.com

S, CZO, LPO, CPII  
Nada V. Wooten  
nw@hbtownhall.com

ADMINISTRATIVE ASST.  
Caitlin  
c@hbtownhall.com

June 28, 2018

Vented Candy Canes are no longer allowed in the right of way. They must be installed beside of house out of the flood plain for all New Construction and remodeling.

Tim Evans  
Planning & Inspections

**Note:** The V Zone design certificate is not a substitute for the NFIP Elevation Certificate (see Fact Sheet No. 1.4, *Lowest Floor Elevation*), which is required to certify as-built elevations needed for flood insurance rating.

### V ZONE DESIGN CERTIFICATE

Name \_\_\_\_\_ Policy Number (Insurance Co. Use) \_\_\_\_\_  
 Building Address or Other Description \_\_\_\_\_  
 Permit No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

#### SECTION I: Flood Insurance Rate Map (FIRM) Information

Community No. \_\_\_\_\_ Panel No. \_\_\_\_\_ Suffix, FIRM Date \_\_\_\_\_ FIRM Zone(s) \_\_\_\_\_

#### SECTION II: Elevation Information Used for Design

*[NOTE: This section documents the elevations/depths used or specified in the design - it does not document surveyed elevations and is not equivalent to the as-built elevations required to be submitted during or after construction.]*

1. FIRM Base Flood Elevation (BFE) \_\_\_\_\_ feet\*
2. Community's Design Flood Elevation (DFE) \_\_\_\_\_ feet\*
3. Elevation of the Bottom of Lowest Horizontal Structure Member \_\_\_\_\_ feet\*
4. Elevation of Lowest Adjacent Grade \_\_\_\_\_ feet\*
5. Depth of Anticipated Scour/Erosion used for Foundation Design \_\_\_\_\_ feet
6. Embedment Depth of Pilings of Foundation Below Lowest Adjacent Grade \_\_\_\_\_ feet

\* Indicate elevation datum used in 1-4.  NGVD29  NAVD88  Other \_\_\_\_\_

#### SECTION III: V Zone Design Certification Statement

I certify that: (1) I have developed or reviewed the structural design, plans, and specifications for construction of the above-referenced building and (2) that the design and methods of construction specified to be used are in accordance with accepted standards of practice\*\* for meeting the following provisions:

- The bottom of the lowest horizontal structural member of the lowest floor (excluding piles and columns) is elevated to or above the BFE.
- The pile and column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of the wind and water loads acting simultaneously on all building components. Water loading values used are those associated with the base flood\*\*\*. Wind loading values used are those required by the applicable State or local building code. The potential for scour and erosion at the foundation has been anticipated for conditions associated with the base flood, including wave action.

#### SECTION IV: Breakaway Wall Design Certification Statement

*[NOTE: This section must be certified by a registered engineer or architect when breakaway walls are designed to have a resistance of more than 20 psf (0.96 kN/m<sup>2</sup>) determined using allowable stress design]*

I certify that: (1) I have developed or reviewed the structural design, plans, and specifications for construction of breakaway walls to be constructed under the above-referenced building and (2) that the design and methods of construction specified to be used are in accordance with accepted standards of practice\*\* for meeting the following provisions:

- Breakaway wall collapse shall result from a water load less than that which would occur during the base flood\*\*\*.
- The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (see Section III).

#### SECTION V: Certification and Seal

This certification is to be signed and sealed by a registered professional engineer or architect authorized by law to certify structural designs. I certify the V Zone Design Certification Statement (Section III) and \_\_\_\_\_ the Breakaway Wall Design Certification Statement (Section IV, check if applicable).

Certifier's Name \_\_\_\_\_ License Number \_\_\_\_\_  
 Title \_\_\_\_\_ Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_

Place Seal Here



## Sewer Tap Form

I, \_\_\_\_\_, who own the property located at  
Property Owner Name

\_\_\_\_\_, CERTIFY that I have \_\_\_\_\_  
Property Address # of rooms

rooms that are used as bedrooms at my property. I also Certify that if the number changes I understand it is my responsibility to notify the Town to revise this statement.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**\*\*The following is for Office Use Only\*\***

\_\_\_\_\_  
Total Paid (\$100 per bedroom)      Check Number      Account Number

\_\_\_\_\_  
Date Paid      Receipt Number

\_\_\_\_\_  
Share Payment Amount      Share Payment Date



## New Ownership Application

Welcome! Water/Sewer bills are mailed out monthly. Our mailing address is PO Box 449, Supply, NC 28462. If you would like to have your Water/Sewer bill electronically drafted please visit [hbtownhall.com](http://hbtownhall.com) for an Auto debit form, or ask for a form at Town Hall. Garbage pick-up within the Town is on Tuesday of every week. There is a second pick-up on Saturdays, starting

Memorial weekend and running through Labor Day weekend. If you would like to have a recycling bin located at your home, please visit the Town website for a form, or fill one out at Town Hall and submit with the annual fee. The schedule and information for recycling is also available on the Town website.

Property Address: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone(s): \_\_\_\_\_

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

Date to Transfer Ownership: \_\_\_\_\_ (required to transfer)

Driver's License #: \_\_\_\_\_ (required for Utilities per N.C.G.S 75-60)

**\*\*\*\*Please provide a copy of your Driver's License with your application\*\*\*\***

**\*\*NOTE\*\* Owners who rent their homes without the assistance of a rental agency must pay Accommodation Taxes directly to the Town. Accommodation Tax booklets and additional information are available at Town Hall.**

Are you going to rent this property? \_\_\_\_\_

Name of Rental Agency (if applicable): \_\_\_\_\_

I agree that the above information is correct at the present time and any changes will be submitted *IN WRITING* to Town Hall. Furthermore, I agree that I am responsible for any of the charges to the above mentioned address until I have notified the town *IN WRITING* of a change in ownership to the property.

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

\*The Following is for Office Use Only\*

WATER/SEWER		HB PROPERTY		PROPERTY TAX	
PROPERTY OWNER		CARD FILE			



# Town of Holden Beach

## **PLANNING & INSPECTIONS DEPARTMENT**

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Planning and Inspections  
Director  
Tim Evans  
tevans@hbtownhall.com

### **PERMIT INTENT**

A permit issued shall be construed as permission to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes. Issuance of a permit shall not prevent the Inspections Department from requiring correction of errors in plans, construction or violations of this code (General Statutes 153a-357 and 160A-417).

### **INSPECTIONS**

**General:** As the work pursuant to a permit progresses, Code Enforcement Officials shall make as many inspections of the work as may be necessary to satisfy them that it is being done according to the provisions of applicable State Statutes and local ordinances and of the terms of the permit. At a minimum, the following inspections shall be performed by the Inspections Department:

1. T-Pole
2. Under slab inspection
3. Rough-in inspection (includes framing, plumbing, electrical, mechanical); Elevation Certificate & Truss paperwork required before inspection.
4. Insulation inspection
5. Stormwater inspection
6. Final Inspection; Elevation Certificate, As Built Survey (with total impervious coverage) Piling Statement. If applicable V Zone Certificate, Elevator Letter & Engineered Letter.

### **Approval Required:**

Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Inspector. Any work that does not comply with the technical code shall be corrected and shall not be covered or concealed until authorized by the Building Inspector.

**Definitions:**

Under Slab Inspection, as Appropriate - Under slab inspections, as appropriate, shall be made after all materials and equipment to be concealed by the concrete slab are completed.

Rough-In Inspection – Rough-in inspections shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating ventilation or cooling systems that will be hidden from view in the finished building have been placed, but before any wall, ceiling finish or building insulation is installed.

Building Framing Inspection – Framing inspections shall be made after the roof, excluding permanent roof covering, wall ceiling and floor framing is complete with appropriate blocking, bracing and fire stopping in place. The following items must be in place and visible for inspection:

- a. pipes;
- b. chimneys and vents;
- c. flashing for roofs, chimneys and wall openings;
- d. insulation baffles;
- e. all lintels required to be bolted to the framing for support shall not be covered by any exterior or interior wall or ceiling finish material before approval. Work may continue without approval for lintels supported on masonry or concrete.

Insulation Inspection – Insulation inspections shall be made after an approved building framing and rough-in inspection and after the permanent roof covering is installed, with all insulation and vapor retarders in place, but before any wall or ceiling covering is applied.

Final Inspection – Final inspections shall be made for each trade after completion of the work authorized under technical coded.

Stormwater Inspection – The retention ditches or trenches must be inspected before they are covered by any material. This shall be done in accordance with the approved engineered stormwater plan. The retention pipe at both ends of the ditch shall be run out of the ground at least 2 feet, the end secured to ensure no debris or sand gets into the pipe and clearly visible for the gutter installer to locate with ease.

BUILDING PLANNING

All elevators & lifts must get a Notarized letter; Stating all 3 requirements have been met.

R321.4 Certification. The installer shall certify that the following conditions have been met.

1. The elevator or platform lift has been installed in accordance with the manufacturer's installation instructions.
2. The elevator meets the requirements of ASME A17.1, Part 5, Section 5.3 and other applicable parts.
3. The elevator or platform lift meets the requirements of the North Carolina Electrical Code. Before a Certificate of Occupancy is issued, the permit holder shall provide the code enforcement official a "letter of certification from the installer, evidencing compliance with the above conditions." Any maintenance requirements required by the manufacturer shall be stated and affixed to the component. When an elevator or platform lift or its components has been serviced, the service provider shall certify to the owner that the elevator continues to meet the above conditions.





# Town of Holden Beach

## PLANNING & INSPECTIONS DEPARTMENT

Building Inspector  
1 Evans  
inspections@hbtownhall.com

The following are the requirements under N.C.G.S. § 87 For the procurement of a permit for construction on your own property.

The North Carolina statutes N.C.G.S. § 87-1 allows property owners to act as their own contractors when doing construction on their own property.

The Statute holds the permitting entity responsible for ensuring that permits are issued only to those who are entitled to such permits and provides criminal penalties for failure to do so.

That statute states that it is unlawful for such a building inspector or other authority to issue or allow the issuance of such building permit unless and until the applicant has furnished evidence that they are exempt from the provisions of Article 87

The following is a list of questions that must be answered and signed that will allow us to determine whether you are entitled to an exemption under North Carolina Law.

Answer the following questions with a Y for yes, N for No

Do you own the land this construction will take place on? \_\_\_\_\_

Have you hired? or do you intend to hire, an individual to superintend and manage construction of the project? \_\_\_\_\_

Do you intend to directly control and supervise construction activities? \_\_\_\_\_

Do you intend to schedule, contract with, and directly pay for all phases of construction work to be done? \_\_\_\_\_

Do you intend to personally order building supplies and materials for the project for the project which a permit is sought? \_\_\_\_\_

Do you intend to schedule and be present for scheduled inspections? \_\_\_\_\_

Do you understand that you are responsible for all state and local laws and requirements including but not limited to: The State Building Code, Sedimentation Control Act requirements, solid and hazardous waste disposal requirements, Coastal Area Management Act, and all other pertinent regulations?\_\_\_\_\_

Do you personally intend to occupy the building for at least 12 consecutive months following completion of construction and do you understand that if you do not do so, it creates the presumption under law that you fraudulently secured the permit?\_\_\_\_\_

Will you rent the home within 12 months after the work is completed?\_\_\_\_\_

The signature of the owner/contractor requires notarization before permit can be issued

Property Owner \_\_\_\_\_  
Signature

STATE OF NORTH CAROLINA

OWNER EXEMPTION AFFIDAVIT  
PURSUANT TO G.S. 87-14(a)(1)

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ Inspections Department

Address and Parcel Identification of Real Property Where Building is to be Constructed or Altered:

\_\_\_\_\_

I, \_\_\_\_\_  
(Print Full Name)

hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provision in paragraph 1 and initialing paragraphs 2-4 below and attesting to the following:

1. \_\_\_\_\_ I certify that I am the owner of the property set forth above on which this building is to be constructed or altered;

OR

\_\_\_\_\_ I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation: \_\_\_\_\_);

2. \_\_\_\_\_ I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina;

3. \_\_\_\_\_ I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina;

4. \_\_\_\_\_ I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S. 87-1(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
Date

Sworn to (or affirmed) and Subscribed before me  
this the \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

My Commission Expires: \_\_\_\_\_

(Notary Stamp or Seal)

(NOTE: It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law—G.S. 14-209)