



MOREHEAD CITY
 PLANNING & INSPECTIONS DEPARTMENT
 706 ARENDELL STREET
 MOREHEAD CITY, NC 28557
 EMAIL: MHCPI@MOREHEADCITYNC.ORG
 TEL (252)726-6848 ext 125
 FAX (252) 726-2267

RESIDENTIAL APPLICATION FOR BUILDING PERMIT

This institution is an equal opportunity provider/employer.

You will need to submit a completed and signed application form along with the following information:

1. _____ Two sets of building plans and specifications to show materials and method of construction including:

| | | |
|-------------------------------|--------------------------------|---------------------------|
| _____ footings and slab sizes | _____ foundation detail | _____ wall section detail |
| _____ dimensions of lumber | _____ lumber span length | _____ electrical layout |
| _____ plumbing layout | _____ heating & cooling layout | _____ insulation values |

 _____ eave width must be listed (cannot encroach more than 24" into setbacks)
 _____ any other information you can supply to describe your construction methods clearly

2. _____ A site plan or survey (**drawn to scale**), indicating placement of proposed new construction and all other existing structures located on the lot (to include, but not limited to, fireplaces, steps, condensing units, etc.) must be **attached** and include the following:

| | |
|--|---|
| _____ show all property lines with dimensions | _____ show proposed structure with dimensions |
| _____ label distance to all property lines from existing and proposed structures | _____ label road front, rear, and sides |
| _____ show easements, if applicable | _____ location of driveway/access |
| _____ flood zone must be labeled on site plan | _____ septic tank/drain lines, if applicable |
| | _____ square footage of lot must be shown (not acreage) |

The site has to be checked for zoning (setbacks and maximum lot coverage).

3. _____ Provide an interior floor plan if any walls are being relocated or added. All rooms must be labeled.

4. _____ Indicate the current location of electric meter and any overhead electric lines.

5. _____ A copy of well permit and septic tank permit or a Development Application, if applicable.

6. _____ CAMA permit, if applicable.

7. _____ Downtown Morehead City Inc. review, if located east of 14th Street. They can be contacted at 808-0440, 1001 Arendell Street.

8. _____ A notarized copy of the Owner Exemption Affidavit if the homeowner superintends or manages the construction of a project when the cost of the undertaking is \$30,000 or more.

9. _____ Check Lien Agent Requirements and attach a copy if required.

Failure to provide ALL of the above-required information will result in the return of the application.

The application must be left with the secretary and will be reviewed by Staff. If all required information is received, residential building permits *generally* take 3 to 5 business days to issue.

You will be contacted when the permit is ready for pick-up.



**TOWN OF MOREHEAD CITY, NC
RESIDENTIAL APPLICATION FOR BUILDING PERMIT**

Date: _____

Owner: _____
(Name) (Work Phone)

(Mailing Address, City, State, Zip) (Home Phone)
E-mail Address: _____

Occupant (if different from above): _____

**Construction
Site Address:** _____

General: _____
(Contractor Name) (Phone)

(Mailing Address, City, State, Zip) (License # or N/A)
E-mail Address: _____

Electrical: _____
(Contractor Name) (Phone)

(Mailing Address, City, State, Zip) (License # or N/A)
E-mail Address: _____

Plumbing: _____
(Contractor Name) (Phone)

(Mailing Address, City, State, Zip) (License # or N/A)
E-mail Address: _____

Water Treatment: _____
(Softener) (Contractor Name) (Phone)

(Mailing Address, City, State, Zip) (License # or N/A)
E-mail Address: _____

Mechanical: _____
(Contractor Name) (Phone)

(Mailing Address, City, State, Zip) (License # or N/A)
E-mail Address: _____

Fuel Piping: _____
(Natural Gas) (Contractor Name) (Phone)

(Mailing Address, City, State, Zip) (License # or N/A)
E-mail Address: _____

Insulation: _____
(Contractor Name) (Phone)

(Mailing Address, City, State, Zip)
E-mail Address: _____

RESIDENTIAL APPLICATION FOR BUILDING PERMIT

1) Explanation of Construction: _____

2) _____ Initial here if the proposed improvements requested within this application are within the existing footprint of that which currently exists (e.g. no roofline extension, no structural addition, etc.).

3) If Construction is: Renovation: _____ Repair: _____ Total \$ Value of Construction: _____
Work will include: Building: _____ Electrical: _____ Plumbing: _____ Mechanical: _____

4) If Construction is: Addition: _____ New Construction: _____ Total \$ Value of Construction: _____
Number of Stories: _____ Height (from average grade): _____

Square Footage Information (of area to be built):

| | | | | | |
|--------------------|-----------|----------|-----------------------|--------|----------|
| Heated area: | 1st floor | _____ sf | Accessory Areas: | Garage | _____ sf |
| | 2nd floor | _____ sf | | Porch | _____ sf |
| | Other | _____ sf | | Porch | _____ sf |
| Total heated area: | | _____ sf | | Deck | _____ sf |
| | | | Other | _____ | _____ sf |
| | | | Total accessory area: | | _____ sf |

Total footprint area covered by roof (*including new & existing*) _____ sf

5) No. of Bedrooms: _____ No. of Bathrooms: _____
Foundation Type: _____ Floor Type: _____

6) Copy of septic tank permit is _____ attached; or septic tank permit _____ not applicable.

7) Water line size from meter: _____ Sewer line size: _____

8) Height of building (from average grade to highest point of structure): _____

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

Date (Owner/Agent Signature) (Printed Name)

Property Information: (*to be completed by staff*) Data Entry By: _____ Date: _____

Tax Parcel # _____ Zoning District _____ City limits: Inside _____ Outside _____

Flood Zone: _____ Structure Value: \$ _____

CAMA required (yes/no) If yes, CAMA permit #: _____

Zoning Review:

Setbacks: front _____ side _____ rear _____ corner lot (yes/no) Any encroachments in setback _____

Lot size: _____ Maximum lot coverage allowed _____ Lot coverage after permit issued _____

DMC Inc (yes/no) Zoning Official Signature: _____ Date: _____

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

The undersigned applicant for a Building Permit, being the

_____ Contractor (PRINTED NAME)

_____ Owner (PRINTED NAME)

_____ Officer/ Agent of the Contractor or Owner (PRINTED NAME)

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 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 this 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: _____

NC Administration & Enforcement ©

Frequently Asked Questions: Lien Agents
liensnc.com

Q: Does the Lien Agent law apply to commercial construction?

A: Yes. The requirement applies to any commercial work over \$30,000 as well as to construction of any new residence over \$30,000.

Q: If a homeowner is building their own new residence valued over \$30,000 with no other contractor or subcontractors, is a lien agent required?

A: Yes.

Q: If a homeowner is building their own new residence using a subcontractor whose portion of the work is under \$30,000, is a lien agent required?

A: Yes.

Q: If a homeowner is building their own new residence using a subcontractor whose portion of the work is over \$30,000, is a lien agent required?

A: Yes.

Q: If a homeowner is acting as their own contractor, and is not utilizing any subcontractors, to renovate an existing home in which they reside and the renovation will cost over \$30,000, is a lien agent required?

A: No.

Q: If a homeowner is doing a renovation to an existing home in which they reside and is utilizing a subcontractor whose portion of the work is over \$30,000, is a lien agent required?

A: No.

Filing Location Information

(For use when applying for a building permit or for filing with the system)

Address: 19 W. Hargett Street, Suite 507 / Raleigh, NC 27601

(Office Hours: Mon – Fri, 9:00 am – 4:00 pm / Closed for lunch: 12:00 – 1:00 pm)

Email: support@liensnc.com

Fax: 913-489-5231

Technical Support: 1-888-690-7384

(Technical support available during normal business hours - Answering service available 24/7)