MOREHEAD CITY

PLANNING & INSPECTIONS DEPARTMENT

706 ARENDELL STREET
MOREHEAD CITY, NC 28557
TEL (252) 726-6848 X125
FAX (252) 726-2267

RESIDENTIAL APPLICATION FOR BUILDING PERMIT

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
   - ☐ location of driveway/access
   - ☐ show easements, if applicable
   - ☐ septic tank/drain lines, if applicable
   - ☐ flood zone must be labeled on site plan
   - ☐ 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 electrical 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 Revitalization Association review, if located east of 14th Street. DMCRA 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.

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

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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, N.C.
RESIDENTIAL APPLICATION FOR BUILDING PERMIT

Date: _____

Property Owner: _____ Home Phone: _____ Work Phone: _____

Mailing Address: _____ Email: _____

Construction Site Address: _____

General: _____ Contractor Phone: _____

Mailing Address: _____ Fax #: _____

License #: _____ Email: _____

Electrical: _____ Contractor Phone: _____

Mailing Address: _____ Fax #: _____

License #: _____ Email: _____

Plumbing: _____ Contractor Phone: _____

Mailing Address: _____ Fax #: _____

License #: _____ Email: _____

Water Treatment: _____ Contractor Phone: _____

(Softener)

Mailing Address: _____ Fax #: _____

License #: _____ Email: _____

Mechanical: _____ Contractor Phone: _____

Mailing Address: _____ Fax #: _____

License #: _____ Email: _____

Fuel Piping: _____ Contractor Phone: _____

(Natural Gas)

Mailing Address: _____ Fax #: _____

License #: _____ Email: _____

Insulation: _____ Contractor Phone: _____

Mailing Address: _____ Fax #: _____

License #: _____ Email: _____

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: _____ sq. ft. Accessory Areas (sq. ft.): Garage: _____ Porch: _____

2nd floor: _____ sq. ft. Porch: _____ Deck: _____

Other: _____ sq. ft. Other: _____ _____ Deck: _____

Total heated area: _____ sq. ft. Total accessory area: _____ sq. ft.

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

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

6) Septic tank permit is: _____

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 Inspections Department will be notified of any changes in the approved plans and specifications for the project permitted herein. **

_____ _____ _____

Date (Owner/Agent Signature) Owner/Agent Name

☐ ***** Check box in lieu of signature to indicate agreement with the above statement if submitting electronically.***

Below to be completed by Staff

Property Information: 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 encroachment in setback: _____ DMCRA (yes/no)

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

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 _____

Owner _____

Officer/Agent of the Contractor or 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 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 required certificates 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: _____

Signature: _____

Title: _____

Date: _____

☐ ***Check box in lieu of signature to indicate agreement with the above statement if submitting electronically.***

NC Administration & Enforcement ©

Print Form

Submit by Email

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 a.m. - 4:00 p.m. / Closed for lunch: 12:00 - 1:00 p.m.
Email: support@liensnc.com
Fax: 913-489-5231
Technical Support: 1-888-690-7384

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