Non-Residential Building Permit Application

Review Process

Contact Information

Currituck County
Planning and Community Development
Central Permitting Division

Mainland Office
153 Courthouse Road, Suite G107
Currituck, NC 27929

Mainland Phone: 252.232.3378
Mainland Fax: 252.232.3026

Corolla Office
1123 Ocean Trail
PO Box 73
Corolla, NC 27927

Corolla Phone: 252.453.8555
Corolla Fax: 252.453.8300

Website: http://www.co.currituck.nc.us/planning-community-development.cfm

Step 1 Application Submittal

The applicant must submit a complete application packet. A complete application packet consists of the following:

- Completed Currituck County non-residential building permit application.
- Construction Plans and Specifications
- Site Plans reviewed by Planning staff, TRC, and/or Board of Commissioners (as applicable).
- Contractor of Record Form
- Contractor and/or Owner Affidavit
- Wastewater Improvements Permit, Existing System Inspection, or Wastewater Reservation
- Receipt of paid water tap or Well Permit, if required
- CAMA Permit, if required
- V Flood Zone certificate, if required
- Appointment of Lien Agent, if required
- Submittal Checklist

Step 2 Permit Review

The county staff will review the application for completeness and code compliance. Once all requirements are met and permit fees are paid the permit will be issued. The permit fee will be determined at application submittal. Approved permits must be signed by the owner or applicant.

Step 3 Posting of Permit and Plans

Building permits must be posted at the construction site and clearly visible from the road. One set of approved construction plans must be on the jobsite for all inspections.

Step 4 Inspections

Inspections must be scheduled by 4:00 pm the day before the requested inspection. Inspections are performed between 8:00 am and 5:00 pm, Monday through Friday. The required inspections will vary for each project; please review the Inspection Handbook for inspection types.

Non-Residential Building Permit Application

Application Form

Contact Information

APPLICANT: _____ PROPERTY OWNER: _____

Telephone: _____ Telephone: _____

Mobile: _____ Mobile: _____

E-Mail Address: _____ E-Mail Address: _____

Project Information

Estimated Project Cost: $ _____

Project Name: _____ Physical Street Address: _____

Parcel Identification Number(s): _____ Subdivision: _____

Type of Construction **I II III IV V**	☐ New Construction ☐ Addition ☐ Alteration	☐ Accessory Structure ☐ Waterway Structure	☐ Trade Permit ☐ Multi-Family ☐ OTHER: _____
Additional Project Information	Number of Units: ____	Occupancy: _____	Number of Floors: ☐1 ☐2 ☐3

Proposed Use: _____

Description of Work:

_____

_____

_____

Square Footage	
Heated	
Unheated	
Misc.	
TOTAL	

Type of HVAC system: (heat pump, elec., gas, other)_____

Is this project outside of the existing footprint? ☐**Yes** ☐ **No**

Is this project within 75 feet of a waterway? ☐ **Yes** ☐ **No**

Will the natural contour of the property be modified by grading or filling higher than adjacent grades? ☐ **Yes** ☐ **No**
(If yes, stormwater plan required for development without a state stormwater management plan).

The permit is null and void if work or construction authorized under this permit is not commenced within 6 months or if after commencement of work no required inspection is requested and approved within any 12-month period thereafter or for substantial deviations from plans. 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 the permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction.

_____ _____ _____

Printed Full Name of Applicant Signature of Applicant Date

OFFICIAL USE ONLY:

Building Permit Number _____ Type of Water: _____

CAMA Number _____ Septic Permit Number: _____

Zoning of Property: _____ Flood Zone: _____ BFE: _____ DFE: _____ Max % Coverage: _____

Min Setbacks: Front _____ Side (R) _____ Side (L) _____ Rear _____

Contractor of Record

Building Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Electrical Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Mechanical Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Plumbing Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Insulation Contractor	Name	_____	NC License #	Not Required
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Gas Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Pool/Hot Tub Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Other Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____

OWNER CONTRACTOR

As owner of the property, I intend to retain the finished project exclusively for my own use and will occupy the property for at least one year following the completion of construction. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary. I will contract with a North Carolina licensed electrical, plumbing, mechanical, and gas contractor for this project unless otherwise noted. As owner of the property, I will complete the following:

☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Gas

_____ _____

Signature of Property Owner Date

Owner Exemption Affidavit

Pursuant to North Carolina General Statutes 87-14(a)(1)

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

OWNER EXEMPTION AFFIDAVIT
PURSUANT TO GS 87-14(a)(1)

Currituck County Inspections Department

Property Address or PIN: _____

I, _____, hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provisions 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: This affidavit is used for construction projects that exceed $30,000. It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law – G.S. 14-209.

Contractor Affidavit

Please submit the signed affidavit with the permit application or prior to the first inspection of the permitted work.

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

CONTRACTOR AFFIDAVIT

☐ General ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Gas ☐ Pool/Hot Tub

Contractor Information

License Holder: _____
Name of Business: _____
Business Address: _____
Phone: _____

License Information

NC License Number: _____
License Classification: _____

Project Information

Project Address: _____
Building Permit Number: _____
Cost of Trade Work: $ _____

I am licensed and qualified to assume all responsibility and ability as a contractor on this project. If I resign or am no longer affiliated with this project, I will notify the Currituck County Central Permitting Division in writing within three working days.

_____ _____
Signature of License Holder Date

Appointment of Lien Agent

Pursuant to North Carolina General Assembly Law 2012-158

North Carolina law requires an owner or contractor acting on the owner's behalf to appoint a lien agent when they first contract for improvements to real property. A lien agent is not required for the following:

a. Improvements less than $30,000 at the time the original building permit is issued;
b. Improvements to an existing single family residential dwelling as defined in GS 87-15.5 (7) that is used by the owner as a residence;
c. The first furnishing of labor or materials at the site is prior to April 1, 2013; or,
d. Public building or other public work or public improvements.

Lien Agent Information

Name of Lien Agent: _____

Mailing Address of Agent: _____

_____

Physical Address of Agent: _____

_____

Phone: _____

Fax: _____

Email: _____

A website was created to facilitate the filings of appointments of lien agents and filing of notices to lien agents by potential lien claimants at www.liensnc.com. When an owner or contractor acting on the owner's 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. The document will include:

- Designated lien agent and contact information
- Unique entry or identifying number for the project
- Owner and contact information
- Contractor
- 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

NOTICE: A copy of the Appointment of Lien Agent form or document printed from the LiensNC website can be included in the building permit application submittal in lieu of this form and must be posted at the job site.

Submittal Checklist

Non-residential Permit Submittal Checklist		
	Applications/Forms/Permits	
1	Non-residential Permit Application Form	
2	Wastewater approval or permit	
	New Septic: Construction improvements permit (ARHS)	
	Existing Septic: Existing system inspection (ARHS)	
	Central Sewer: Sewer reservation form (operator of central system)	
3	Well Permit, if required (ARHS)	
4	Contractor of Record Form	
5	Contractor and/or owner affidavit(s)	
6	CAMA permit, if required	
7	Appointment of Lien Agent, if required (www.liensnc.com)	
8	V-Zone Certificate (if development is located in VE flood zone)	
	Plans	
9	Two complete sets of detailed building plans and specifications and one PDF digital copy of all plans	
	Name, address, phone number, and signature of plan designer	
	Foundation Plan (sizes and spacing):	
	○ Flood vent openings (SFHA only)	
	Floor plan	
	Building elevations	
	Typical wall sections (sizes and spacing)	
	Plumbing, electrical, and mechanical plans	
	Fire protection plans (sprinkler design, pull stations, smoke detectors) if required	
	Design pressure rating	
	Wind ratings (120mph or greater)	
	Appendix B, if required	
	Chapter 34 Summary, if required	
10	Three complete sets of reviewed site plans	
	Minor or major site plan reviewed by the planning staff, TRC and/or Board of Commissioners	
	Flood Damage Prevention, if Applicable	
11	Boundary of the Special Flood Hazard Area (SFHA), Floodway, Coastal Barrier Resource System (CBRS) Area, water course relocation, or a statement that the entire lot is within a specific SFHA.	
12	Proposed elevation of all structures and utility systems	
13	Nonresidential Floodproofing, if proposed:	
	Floodproofing Certificate and supporting data	
	Operational Plan	
	Inspections and Maintenance Plan	
	Fees	
14	Permit fees to be paid at permit issuance	