



# 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  
Email: [CCIML@currituckcountync.gov](mailto:CCIML@currituckcountync.gov)

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1123 Ocean Trail  
PO Box 73  
Corolla, NC 27927

Corolla Phone: 252.453.8555  
Email: [CCIOBX@currituckcountync.gov](mailto:CCIOBX@currituckcountync.gov)

Website: [www.currituckinspections.com](http://www.currituckinspections.com)

## 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 3:00 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.



## Contractor of Record

Building Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____
Electrical Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____
Mechanical Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____
Plumbing Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____
Insulation Contractor	Name _____ Address _____ City/St _____	NC License # <u>Not Required</u> Phone _____ Email Address _____
Gas Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____
Moving Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____
Pool/Hot Tub Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____
Other Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____

### 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:

- General
  Electrical
  Mechanical
  Plumbing
  Gas

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

\_\_\_\_\_  
Date



Contractor Affidavit

# Licensed Trade Permit Application

STATE OF NORTH CAROLINA  
COUNTY OF CURRITUCK

General	Electrical	Mechanical	Plumbing	Gas
Sprinkler	Refrigeration	Fire Suppression		

### Contractor Information

License Holder: \_\_\_\_\_  
 Name of Business: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### License Information

NC License Number: \_\_\_\_\_  
 License Classification: \_\_\_\_\_

### Project Information

Project Address: \_\_\_\_\_  
 Application Reference Number: \_\_\_\_\_  
 Cost of Trade Work: \$ \_\_\_\_\_  
 Site Supervisor: \_\_\_\_\_

### Scope Of 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. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary.

\_\_\_\_\_  
 Signature of License Holder

\_\_\_\_\_  
 Date

# Owner Exemption Affidavit

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

STATE OF NORTH CAROLINA  
COUNTY OF CURRITUCK

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

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

Parcel ID#: \_\_\_\_\_

I, \_\_\_\_\_ hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the statements below I am attesting to the following:

\_\_\_\_ 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): \_\_\_\_\_.

- \_\_\_\_ 1. 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.
- \_\_\_\_ 2. 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.
- \_\_\_\_ 3. 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. 160D-1115.
- \_\_\_\_ 4. I understand that by excuting this licensing exemption AFFIDAVIT pursuant to G.S.87-1(b)(2) I am required by law to occupy the building for which the licensing exemption is granted for tweleve months after the date of Certificate of Compliance issuance, during which time it may not be offered for rent, lease or sale.

\_\_\_\_\_  
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.

# 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](http://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, Trades, and/or owner affidavit(s)	
6	CAMA permit, if required	
7	Appointment of Lien Agent, if required ( <a href="http://www.liensnc.com">www.liensnc.com</a> )	
8	V-Zone Certificate (if development is located in VE flood zone)	
Plans		
9	One complete set of detailed building plans and specifications (PDF preferred digital copy or 11"x17" maximum scannable paper set)	
	Name, address, phone number, and signature of plan designer	
	Foundation Plan (sizes and spacing):	
	o 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 (130mph wind zone)	
	Appendix B (Building Code Summary)	
	Required Water Supply (Fire Flow Calculations on plans)	
10	One complete PDF set 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	