



BUILDING INSPECTIONS DEPARTMENT
PO BOX 950, 209 SEMINARY ST.
KENANSVILLE, NC 28349
PHONE: (910) 296-2124 FAX: (910) 296-2166
EMAIL: INSPECTIONS@DUPLINCOUNTYNC.COM

BUILDING PERMIT APPLICATION

CHECKLIST FOR BUILDING PERMIT ISSUANCE

- Blueprints or other documentation demonstrating dimensions of the proposed building or residence. These documents and/or prints shall specify foundation type, floor framework if applicable, load bearing wall framing, roof frame work (truss documents from mfr. and/or stick built Spacing /species /sizing /lengths). Blueprints shall be sealed if construction cost exceeds \$90,000; square footage exceeds 2,500; if building is part of a prefabricated package.
- Permit application completed to entirety including licensing affidavit, worker's compensation form, any applicable zoning approval if located in or adjacent of any city limit or extra territorial jurisdiction within Duplin County, Elevation Certificate if located within any floodplain in Duplin County, No-Rise Study Certification if located within any non-encroachment area located in Duplin County, copy of restrictive covenants pertaining to any subdivision of which the building to be altered or constructed is or will be located, current copy of license held by proposed General Contractor, approved septic plan, 911 address for location of proposed structure, any certification or approval from other governmental agencies that may also have jurisdiction of the project.
- Any work regardless of nature shall be performed, managed, held liable for by the General Contractor. The General Contractor shall be licensed for the type of work to be performed and within the cost limits as established by the NC Licensing Board for General Contractors. In NC an owner may act as their own General Contractor as long as the owner intends to occupy, not sell or lease the building being altered or constructed for a period of at least 1 year AFTER COMPLETION. EXCEPTION Any repair or renovation of a building with a cost LESS THAN \$30,000, PLEASE NOTE YOU WILL BE REQUIRED TO SHOW PROOF OF THIS.
- To determine that proposed building will be placed in accordance with all setbacks and right of ways established by the county or any of the cities within the county we reserve the right to request any deed, survey map, or in such case a survey may be required if not done previously to insure that building is placed in accordance with any setback and right of way requirements for location of such property.
Site plan must be reviewed by the County Planner.
- This list was intended to list all information that is typically required, however in some cases you may be required to produce other documents that may apply to any situation that may be unique to the construction type or method as well as the type of occupancy. Any questions or concerns please call (910)296-2124.



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HOW TO FILE A LIEN AGENT

The mechanics' lien agent system was created to facilitate Chapter 44-A, Article 2, of the NC General Statutes. The law affects all projects commenced on or after April 1, 2013.

- Step 1 Sign up to use the LiensNC system or login with your existing user credentials WEBSITE: www.liensnc.com
- Step 2 Select the Appointment of Lien Agent option.
- Step 3 Choose a Lien Agent from the drop-down menu. (All provide the same service)
- Step 4 Provide the contact information for the owner of the project property, including: Name Address Email Phone Note: This should be the owner's contact information. (NOT a contractor, agent, or authorized representative who may be completing the Appointment on the owner's behalf.)
- Step 5 Give details about the project property location, including: Street Address Other legal description (Such as PIN, Tax map/block/lot, etc.) DEFINITION: Property (i.e. Real Property) refers to the real estate that is being improved. (This includes: structures, lands, leaseholds, tenements, driveways, private roadways, accessory structures, pools, etc. and any furnished materials, such as trees and shrubbery.)
- Step 6 If you had/have a contract with any design professionals prior to appointing the Lien Agent for this project, select 'Yes' and provide their contact information. (Example: an architect that drew design plans) Otherwise, choose 'No' if this section does not apply to your project.
- Step 7 Choose the property type of the project. (Either 1-2 Family Dwelling or Other)
- Step 8 Provide the date on which the furnishings began or plan to begin. (If known)
- Step 9 (for 1-2 family dwellings only) Skip this step if the property type is Other. If you are a Custom Home Contractor authorized to designate a Lien Agent on behalf of the owner under a written contract, answer Yes to this question and provide your contact information.
- Step 10 List up to three recipients to receive email notifications whenever future project activity occurs. (i.e. Notice filing or comments added)
- Step 11 Select the Continue button. (Note: If any errors are encountered, they will display in red text and let you know how to resolve them.)
- Step 12 It is very important that you carefully review the information you are about to submit before continuing, since this will be the LAST OPPORTUNITY TO EDIT project information.
- Step 13 Choose whether you want to Pay Now or Pay Later. Pay Now - will advance you to the checkout. Pay Later - will place the filing in your Cart and will not be valid until you submit payment.
- Step 14 Choose the payment method you will be using: Credit Card, or eCheck (i.e. checking account).
- Step 15 Provide billing and payment information and submit payment for processing. Provide the customer billing information. (Hint: Customer address must match what the bank/credit card company has on file) Provide the payment information. Select Continue. Verify information is correct. Select Submit to process payment. (Note: Do not refresh the page or use the back arrow. Refunds will not be given due to user error.) Select the final Continue option to advance to the user History area of your account. (History is where all of your submitted filings will be listed.)
- Step 16 On your History page, you should see a blue Entry Number for each of your submitted filings. (The most recent filing should be located on top.)
 - Select the printer icon located below the Entry Number. Once you advance to the project details, select the Print Appointment option located at the bottom of the page.
 - We suggest making two copies of the project details: one to post at the job site, and one for your records. (Note: This proof of Lien Agent is required to be continuously posted at the job site.)
- Step 17 You will want to share the Appointment Entry Number with any potential lien claimants that become involved in the project. This gives them an opportunity to file a related Notice to Lien Agent filing. The QR code located on the project details printout is a convenient way for PLCs to file their Notice quickly.
- Step 18 The LiensNC system will automatically send the Lien Agent and any notification subscribers an email to let them know the Appointment was successfully filed.



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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 also 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."



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BUILDING PERMIT APPLICATION
OWNER EXEMPTION AFFIDAVIT STATE OF NORTH CAROLINA

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; _____ 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 I 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 APPLICANT

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: _____



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BUILDING PERMIT APPLICATION
RESIDENTIAL SMOKE ALARM REQUIREMENTS FOR ADDITIONS / RENOVATIONS

Job Site Address:

314.3 of the 2012 NC Residential Code have new requirements for smoke detectors which will potentially affect portions of the existing house whenever additions and renovations to a single family or duplex take place. Please read the following carefully in order to be aware of how this will affect this particular permit. Section 313.2 requires smoke detectors in the following locations in single family and duplex homes:

- Inside each sleeping room
- Outside each separate sleeping area in the immediate vicinity of the bedrooms.
- On each additional story of the dwelling, including basements but not including crawl and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Multiple smoke alarms are required to be electrically wired and interconnected unless the work meets one or more of the exceptions listed below:

- Interconnection and hard-wiring of smoke alarms in existing areas shall not be required where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space, or basement available which could provide access for hard wiring and interconnection without the removal of interior finishes.
- Work involving the exterior surfaces of dwellings, such as the replacement of windows or doors, or the addition of a porch or deck, are exempt from the requirements of this section. In essence, if hard wired smoke detectors can be installed and interconnected throughout the house during a renovation or addition without excessive measures, it is required to be done. If excessive measures would need to be taken (see exception # 1 above) to hard wire the new smoke detectors, then battery powered smoke detectors with no interconnection would be acceptable to be installed in the locations specified in Section 313.2 (see above) in lieu of hard wired interconnected detectors.

I HAVE READ AND UNDERSTAND THAT SMOKE DETECTORS WILL BE REQUIRED TO BE INSTALLED IN CONJUNCTION WITH THIS RESIDENTIAL PROJECT AS SPECIFIED ABOVE.

SIGNATURE OF APPLICANT

DATE



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CHECK PERMIT TYPE: BUILDING ELECTRICAL MECHANICAL PLUMBING FUEL PIPING MANUFACTURED SET UP MODULAR SET UP

RELOCATED BUILDING: PREVIOUS OWNER: _____ PREVIOUS ADDRESS: _____

PROPERTY OWNER:	OWNER'S PHONE NUMBER:
911 ADDRESS OF PROJECT:	TOWN:
CIRCLE OCCUPANCY TYPE: ASSEMBLY BUSINESS EDUCATIONAL FACTORY HAZARDOUS INSTITUTIONAL MERCANTILE SINGLE FAMILY RESIDENTIAL DUPLEX RESIDENTIAL MULTI RESIDENTIAL STORAGE UTILITY POULTRY/LIVESTOCK	OWNER EMAIL:
CONTRACTOR COMPANY NAME:	LICENSE NUMBER/ TYPE:
CONTRACTOR ADDRESS:	TOWN:
CONTRACTOR EMAIL:	CONTRACTOR'S PHONE NUMBER:
CONTACT PERSON:	CONTACT PHONE NUMBER:
SCOPE OF WORK:	MANUFACTURED OR MODULAR SIZE SET UP: LENGTH: _____ X WIDTH: _____ TOTAL SQUARE FOOTAGE: _____ YEAR MODEL OF UNIT: _____
SQUARE FOOTAGE OF WORK AREA: _____ BUILDING WIDTH: _____ LENGTH: _____ SIZE OF ELECTRICAL SERVICE: _____ AMPS NUMBER OF HEAT/ AC UNITS: _____ NUMBER OF PLUMBING FIXTURES: _____ NUMBER OF BARN OR POULTRY HOUSES: _____	VALUATION: \$ _____

I WISH TO PERFORM THE WORK ON MY PERSONAL HOME, BUSINESS, OR PROPERTY LOCATED AT THE ABOVE ADDRESS WHICH IS OWNED BY MYSELF, I FURTHER ATTEST THAT THE WORK TO BE PERFORMED WILL NOT BE PERFORMED BY ANYONE OTHER THAN MYSELF SOLELY. I FURTHER UNDERSTAND THAT I AM RESPONSIBLE FOR OBTAINING ALL INSPECTIONS, MAKING ANY CORRECTION AND PAYING ANY INSPECTION FEES THAT MAY RESULT. ANY SUCH FEES MUST BE PAID IN FULL PRIOR TO FINAL INSPECTIONS. I UNDERSTAND THAT IF I DECIDE NOT TO PERFORM THE WORK MYSELF AND CHOOSE TO HIRE SOMEONE ELSE, THAT INDIVIDUAL MUST BE PROPERLY LICENSED AND MUST OBTAIN THEIR OWN PERMIT IN ACCORDANCE WITH NORTH CAROLINA GENERAL STATUTES. FAILURE TO COMPLY WITH THESE STATUTES MAY RESULT IN ACTION BY THE APPROPRIATE NC LICENSING BOARD. IT SHALL FURTHER RESULT IN PERMIT(S) BEING REVOKED. I ATTEST UNDER PENALTIES OF PERJURY THAT ALL STATEMENTS ON THIS FORM ARE TRUE.

OWNER'S SIGNATURE _____ **DATE:** _____

HEREBY CERTIFY THAT ALL THE INFORMATION IN THIS APPLICATION IS CORRECT AND ALL WORK WILL COMPLY WITH THE STATE BUILDING CODE AND ALL OTHER APPLICABLE STATE AND LOCAL LAWS, ORDINANCES, AND REGULATIONS. THE INSPECTION DEPT. WILL BE NOTIFIED OF ANY CHANGES IN THE APPROVED PLANS AND SPECIFICATIONS FOR THE PROJECT PERMITTED HEREIN. IF THE PROPERTY IS IN THE FLOODPLAIN, AN ELEVATION CERTIFICATE MUST BE SUBMITTED PRIOR TO CONSTRUCTION & THAT THIS IS NOT AN AUTHORIZATION TO BEGIN WORK. WORK MAY ONLY COMMENCE AFTER APPROVAL AND ISSUANCE OF THE PERMIT. REINSPECTION FEES ARE \$50.00 PER TRIP.

CONTRACTOR'S SIGNATURE _____ **DATE:** _____