

# City of Jacksonville



Planning & Inspections Department

**Planning & Permitting**

PO Box 128 • Jacksonville NC 28541-0128 • 910 938-5232

Fax 910 938-5208 • Central Email [permittingspecialist@jacksonvillenc.gov](mailto:permittingspecialist@jacksonvillenc.gov)

## Permit Application

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

**Type of Use:**

Commercial       Residential       Multi-Family

Mobile Home       Townhouse       Modular       Institutional

Swimming Pool       Accessory Bldg       Shell Bldg       Moving Permit

Daycare/Residential Care       Pre-Fab Structures

Other (deck, porch, etc.)       Construction Trailer/t-pole

**Type of Work:**

New       Addition       Alteration-Upfit

Foundation Only       Renovation

Demolition (please check):       Building       Electric       Plumbing       Mechanical

**Square Footage:** \_\_\_\_\_

**Number of Bedrooms:** \_\_\_\_\_

**Number of stories:** \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Cost: \_\_\_\_\_

Description of work to be completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there an existing or proposed home occupation, family childcare, family care or group home at this location?  Yes  No

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone#: \_\_\_\_\_

Contact Person email: \_\_\_\_\_

Will you be submitting plans electronically?  Yes  No

Please provide the following information for the person who will upload the plans to our ePlan software:

Engineer/Architect Name: \_\_\_\_\_

Engineer/Architect Email address: \_\_\_\_\_

Engineer/Architect Phone Number: \_\_\_\_\_

Plumbing Fixture Summary: To be completed by contractor/owner/applicant and attached to all applications and Certificate of Occupancy applications. Indicate the number of existing and new plumbing fixtures to be incorporated in the building. This will determine assessment fees.

Water Meter Size: \_\_\_\_\_

Irrigation Meter Size: \_\_\_\_\_

Water: \_\_\_\_\_

Sewer: \_\_\_\_\_

Fixture Description	Existing	Added	Total
Toilet			
Bathroom Sink			
Bidet			
Urinal			
Bathtub-Shower Combo			
Stand Alone Shower			
Kitchen Sink			
Fountain Drink Machine			
Drinking Fountain			
Clothes Washing Machine			
Dishwashing Machine			
Outside Water Spigots			
Service Sink			
Mop Sink			
Other, please specify			

## Licensure/Exemption and Insurance Coverage Certifications

Chapter 87, Article 1 of the NC General Statutes prohibits the City from issuing a building permit unless and until the applicant has complied with the general contractor licensing and insurance coverage requirements in that article (see attached copies of Sections 87-1 and 87-14). To ensure such compliance, the City requires that the applicant make the following certifications.

The undersigned applicant for a building permit certifies that the person, firm, or corporation performing, superintending, or managing the proposed construction or alteration, whether the applicant or another person, firm, or corporation contracted to do so, either:

Is duly licensed as a general contractor under Chapter 87, Article 1 of the NC General Statutes and maintains that license in good standing.

Licensee name: \_\_\_\_\_ License #: \_\_\_\_\_

OR

Is exempt from the statutory licensing requirements for general contractors because:

- The cost of the proposed construction is less than \$30,000;
- The building being constructed or altered is located on land owned by the applicant and is intended solely for occupancy by the applicant (and family, if a person) for at least 12 months after its completion (i.e., the project is not a "speculation" project; or
- I am the owner of the proposed building. It is my intention to act as my own general contractor, and I understand that the problems which may arise, such as inaccurate or insufficient construction will be solely my responsibility, and I will be left with no resource and must assume total liability for correction of the problems. I personally have a thorough knowledge of all of the NC State construction codes.
- The applicant is engaged in the business of farming, owns the land containing the constructed or altered building, and intends to use the building for the business of farming after its completion;

OR

Modular Installation Contractor

- I am providing to the City of Jacksonville Planning & Permitting Division a \$5,000 surety bond in accordance with NCGS Section 143-139.1.


AND

Insurance Coverage: The undersigned applicant also certifies that the person, firm or corporation performing, superintending or managing the proposed construction or alteration, as well as any subcontractor doing so:

- Carries worker's compensation insurance for employees as required by Chapter 97 of the NC General Statutes and will maintain that coverage for the duration of the permit construction or alteration; and
- Will provide certificates of insurance if requested by the Planning & Permitting Division before issuance of the permit or any time during the permitted construction or alteration.
- N/A Owner assumes insurance liability

The undersigned applicant further acknowledges that, pursuant to Chapter 87, Article 1A of the NC General Statutes, the City will collect a \$10.00 fee with applications for construction or alteration of a single-family dwelling unit and forward \$9.00 of the fee to the NC Licensing Board for General Contractors, which will deposit it into the Homeowners Recovery Fund for subsequent use in reimbursing homeowners' losses for construction by general contractors.

As part of the new state law passed April 1<sup>st</sup>, 2013, you are required to furnish us with a Notice of Appointment of Lien Agent for any projects that have a construction cost of \$30,000 or more. Please go to this website <http://www.liensnc.com/> to go through the process of obtaining the Notice of Appointment of Lien Agent. Please see example below of what the Notice looks like. Applications requiring this form will not be accepted unless attached as part of the permit process.

<b>DO NOT REMOVE!</b>		
<b>Details: Appointment of Lien Agent</b>		
Filed on: 04/12/2013 Initially filed by: BMorton		
<b>Designated Lien Agent</b>	<b>Project Property</b>	<b>Print &amp; Post</b>
Investors Title Insurance:		
<b>Property Type</b>		<b>Contractors:</b> Please post this notice on the Job Site.
Other	<b>Pre-Permit Workers</b>	<b>Suppliers and Subcontractors:</b> Scan this image with your smart phone to view this filing. You can then file a Notice to Lien Agent for this project.
<b>Owner Information</b>		
	<b>Notification Alert Emails:</b> 1. RayMorton@sc.rr.com	
<b>Contractor Information</b>		
<b>Filing Location Information:</b>		
Online: <a href="http://www.liensnc.com">www.liensnc.com</a> • Address: 19 W. Hargett St., Suite 507 / Raleigh, NC 27601 • Email: <a href="mailto:support@liensnc.com">support@liensnc.com</a> • Fax: (919) 489-5231 • Technical Support Hotline: (888) 690-7384 •		

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Contractor Signature \_\_\_\_\_

**\*Please note: if you are a Non-Licensed General Contractor, you cannot submit for subs.**

Electrical Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email address: \_\_\_\_\_ License #: \_\_\_\_\_

Electrical Contractor Signature \_\_\_\_\_

Plumbing Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email address: \_\_\_\_\_ License #: \_\_\_\_\_

Plumbing Contractor Signature \_\_\_\_\_

Mechanical Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email address: \_\_\_\_\_ License #: \_\_\_\_\_

Mechanical Contractor Signature \_\_\_\_\_

Fuel Piping Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email address: \_\_\_\_\_ License #: \_\_\_\_\_

Fuel Piping Contractor Signature \_\_\_\_\_