

NEW HANOVER COUNTY
DEPARTMENT OF BUILDING SAFETY
230 Government Center Dr. Suite 170
Telephone (910) 798-7308
Fax (910) 798-7060

Nicholas Gadzekpo
Director of Building Safety

*****IMPORTANT NOTICE*****

FOR COMPLETE ELECTRONIC PROJECT SUBMITTALS BY EMAIL

If you wish to submit your Commercial or Residential project electronically by email, please attach your electronic plans in the “pdf format along with application” before clicking the send button.

FOR COMPLETE ELECTRONIC PROJECT SUBMITTALS IN PERSON

If you wish to submit your Commercial or Residential project in person on CD, please fill out the building permit application on line, print it, scan and put it on your CD along with the plans and Appendix B if applicable in the “pdf format” & bring your CD to the Development Services Center, located at 230 Government Center Drive; Suite 170.

If you have questions about the electronic submittal process, please call the Development Services Center at (910) 798-7308.

Please note that we except Cash, Checks, and Credit Cards (American Express, Discover, VISA, and MasterCard).

Thank you.

NEW HANOVER COUNTY BUILDING PERMIT

**APPLICATION TYPE: COMMERCIAL MODULAR
SALES OFFICE/TRAILER**

**APPLICATION
Number
(Office Use)**

PLEASE ANSWER ALL QUESTIONS APPLICABLE TO YOUR PROJECT
"Project Responsibility"

APPLICANT'S NAME: _____ DATE: _____
DEVELOPER: _____ PHONE #: _____
PROJECT ADDRESS: _____ CITY: _____ ZIP: _____
OCCUPANT/BUSINESS NAME: _____
PROPERTY OWNER'S NAME: _____ PHONE #: _____
OWNER'S ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____
CONTRACTOR: _____ LICENSE #: _____
ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____
EMAIL ADDRESS: _____ PHONE #: _____
PROJECT CONTACT PERSON: _____ PHONE #: _____

(CHECK ALL THAT APPLY)

NEW INSTALLATION REPLACEMENT

DESCRIPTION OF WORK: _____

DISCLAIMER: 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 NHC Development Services Center will be notified of any changes in the approved plans and specifications or change in contractor or contractor information. ***NOTE: Any Work Performed W/O the Appropriate Permits will be in Violation of the NC State Bldg Code and Subject to Fines Up To \$500.00***

OWNER/CONTRACTOR: _____ SIGNATURE: _____
(Print Name)

TOTAL PROJECT COST: \$ _____ MPH COMPLIANT? 120 MPH or 130 MPH
THIRD PARTY CERTIFICATION? Yes No IS THE PROPERTY LOCATED IN A FLOODPLAIN? Yes No
TOTAL SQ.FT. UNDER ROOF: _____ RAMP DETAIL INCLUDED? Yes No
FOUNDATION DETAIL ATTACHED? Yes No DECK: Yes No Sq.Ft. _____
PORCH: Yes No Sq.Ft. _____

WATER: CFPUA COMMUNITY SYSTEM PRIVATE WELL
SEWER: CFPUA CENTRAL SEPTIC PRIVATE SEPTIC COMMUNITY SYSTEM

TOTAL ACRES DISTURBED: _____ TOTAL SITE AREA: _____
EXIST LAND DISTURBING PERMIT: YES NO

***** SEPARATE PERMITS REQUIRED FOR ELECT, MECH, PLBG, GAS EQUIP, PREFABS & INSERTS *****

PAYMENT METHOD: CASH CHECK (PAYABLE TO NHC) AMERICAN EXPRESS MC/VISA DISCOVER

(FOR OFFICE USE ONLY)

ZONE: _____ OFFICER: _____ SETBACKS: F: _____ LH: _____ RH: _____ B: _____ REVISD 4/12/12
Approval: _____ City: _____ DATE: _____ FLOOD: _____ BFE+2ft= _____
A V N

Comment: _____ PERMIT FEE: \$ _____

*DISCLAIMER: SUBMITTING THIS APPLICATION MEANS THAT THE SUBMITTAL CHARGE IS NON-REFUNDABLE