

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 your 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 (Check one):

CHANGE OF USE or OCCUPANCY CERTIFICATION

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 #:

ARCH DESIGN PROFESSIONAL: PH: NC REG #:

ENGR DESIGN PROFESSIONAL: PH: NC REG #:

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***

Check One: Commercial Residential IS THE PROPERTY LOCATED IN A FLOODPLAIN? Yes No

TOTAL PROJECT COST (Less Lot): \$

OWNER/CONTRACTOR: SIGNATURE: (Print Name)

TOTAL AREA SQ FT: AREA PER FLOOR: TOTAL SQ FT UNDER ROOF:

OF STRUCTURES: # OF FLOORS: # OF UNITS:

BUILDING HEIGHT:

PROPERTY USE: OFFICE RESTAURANT MERCANTILE EDUCATIONAL APT CONDO OTHER:

WHAT WAS THE PREVIOUS OCCUPANCY TYPE:

WHAT IS THE NEW OCCUPANCY TYPE:

IS FOOD OR BEVERAGES TO BE PREPARED OR SERVED IN THIS STRUCTURE? Yes No

IS THERE A NATURAL GAS LINE LOCATED ON THE PROPERTY? Yes No

IS THERE CURRENTLY ELECTRICITY ON THE BUILDING? Yes No

WATER: CFPUA COMMUNITY SYSTEM PRIVATE WELL

SEWER: CFPUA CENTRAL SEPTIC PRIVATE SEPTIC COMMUNITY SYSTEM

*** 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) REVISED 4/12/12 *****

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

Comment: PERMIT FEE: \$

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