

**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: ZONING
(Unincorporated Areas of County)

APPLICATION Number

PLEASE PRINT CLEARLY & ANSWER ALL QUESTIONS
"Project Responsibility"

(Office Use)

APPLICANT'S NAME: DATE:
DEVELOPER: PHONE #:
PROJECT ADDRESS: CITY: ZIP:
SUBDIVISION: BLOCK #: LOT #:
PROPERTY OWNER'S NAME: PHONE #:
OWNER'S ADDRESS: CITY: ST: ZIP:
CONTRACTOR: LICENSE #:
ADDRESS: CITY: ST: ZIP:
EMAIL ADDRESS: PHONE #:
PROJECT CONTACT PERSON: PHONE #:

IS YOUR PROJECT: [ ] Commercial [ ] Residential [ ] New Installation [ ] Replacement [ ]

DESCRIPTION OF WORK:
Other

ARCH DESIGN PROFESSIONAL: PH: NC REG #:
ENGR DESIGN PROFESSIONAL: PH: NC REG #:

IS THE PROPERTY LOCATED IN A FLOODPLAIN? [ ] Yes [ ] No

IS YOUR PROJECT: [ ] ACCESSORY STRUCTURE (Must be less than 12 feet all dimensions) [ ] CONSTRUCTION TRAILER
[ ] SEASONAL SALES LOT [ ] OTHER:

BUILDING HEIGHT: NUMBER OF STORIES:
TOTAL SQ FT UNDER FOOR: TOTAL SITE AREA:
NUMBER OF STRUCTURES: TOTAL ACRES DISTURBED:

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\*\*\*

TOTAL PROJECT COST (Less Lot): \$

OWNER/CONTRACTOR: SIGNATURE:
(Print Name)

PROPERTY USE: [ ] RESIDENTIAL [ ] BUSINESS [ ] EDUC [ ] APT [ ] CONDO [ ] OTHER:

WATER: [ ] CFPUA [ ] COMMUNITY SYSTEM [ ] PRIVATE WELL ZONING USE CLASSIFICATION:
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)
ZONE: OFFICER: SETBACKS: F LH RH B
Approval: City: DATE: FLOOD: BFE+2ft:
A V N
REVISED 4/12/12

Comment: PERMIT FEE: \$

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