

**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: **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

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(FOR OFFICE USE ONLY)

ZONE: \_\_\_\_\_ OFFICER: \_\_\_\_\_ SETBACKS: F: \_\_\_\_\_ LH: \_\_\_\_\_ RH: \_\_\_\_\_ B: \_\_\_\_\_ REVISED 4/12/12  
 Approval: \_\_\_\_\_ City: \_\_\_\_\_ DATE: \_\_\_\_\_ FLOOD: \_\_\_\_\_ BFE+2ft= \_\_\_\_\_  
 A V N  
 Comment: \_\_\_\_\_ PERMIT FEE: \$ \_\_\_\_\_