

**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

## REQUEST FOR "PRIOR TO FINAL" ELECTRICAL SERVICE AGREEMENT

DEVELOPER / GEN. CONTRACTOR NAME \_\_\_\_\_ would like to request electrical service be provided upon payment of said bond as designated below. I understand a building **cannot be occupied** until a **Certificate of Occupancy** has been issued by the NEW HANOVER COUNTY INSPECTIONS DEPARTMENT. For projects in unincorporated New Hanover County, Zoning Ordinance 107-1 **prohibits** occupancy of a new building or part thereof until a Certificate of Occupancy has been issued. If this building is occupied prior to the issuance of a Certificate of Occupancy, the owner will be subject without further notice to the penalties set forth in the Zoning Ordinance sections 132 and 135, including but not limited to civil penalties assessed at the rate of \$100 for the first day, \$300 for the second day, and \$500 for each subsequent day that the violation persists. Projects located in other zoning jurisdictions within the county may be subject without further notice to similar penalties for violation, in addition to the penalties otherwise authorized by law. I am aware that the North Carolina General Statutes 153A-363 states that occupancy of a building without a "Certificate of Occupancy" constitutes a misdemeanor.

In the event a Developer / Builder desires to obtain metered electrical service prior to issuance of a Certificate of Occupancy, the applicant must furnish a **Bond** in the amount of a one thousand dollar (\$1,000) cash deposit or letter of credit for each unit.

If multiple units of more than five residential or more than 1 commercial are requested the applicant may submit a five thousand dollars (\$5,000) cash deposit, cashier's check, money order or letter of credit. NOTE: Sorry, no Personal or Corporate checks accepted.

\*Please allow 4-6 weeks for refund.

VIOLATION OF ANY OF THE ABOVE REFERENCED CONDITIONS SHALL RESULT IN THE BOND FORFEITURE AND THE DEVELOPER / GENERAL CONTRACTOR'S DISQUALIFICATION FROM PARTICIPATION IN SAID BONDING OPTION FOR A PERIOD OF (12) MONTHS OR AT THE DISCRETION OF THE INSPECTIONS DIRECTOR. UPON ANY SUBSEQUENT VIOLATION SAID DEVELOPER/BUILDER SHALL BE PERMANENTLY DISQUALIFIED FROM PARTICIPATION THEREUNDER. ANY AND ALL OTHER AVAILABLE PENALTIES, CITATIONS, AND LEGAL SANCTIONS SHALL ALSO BE APPLICABLE FOR VIOLATIONS HEREOF.

NOTE: An Electrical Prior cut-on permit application must be signed by the General Contractor, Electrical Contractor and Property Owner. This agreement must be updated every calendar year by Dec. 31.

**I fully understand and accept the conditions of this agreement.**

\_\_\_\_\_  
Developer / General Contractor's Signature \_\_\_\_\_  
Date

Bond will be refunded to person posting the bond if there are no violations to this agreement:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

Check One:    \_\_\_ \$1000.00    \_\_\_ \$5000.00    \_\_\_ Residential or    \_\_\_ Commercial

(IF A \$1000.00 BOND) PROJECT ADDRESS: \_\_\_\_\_

PROJECT #: \_\_\_\_\_                      Date Prior Bond Posted: \_\_\_\_\_