

**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

(Office Use)

PLEASE PRINT CLEARLY & ANSWER ALL QUESTIONS
"Project Responsibility"

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 Other

DESCRIPTION OF WORK: _____

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 FOOT: _____

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: CFPWA COMMUNITY SYSTEM PRIVATE WELL ZONING USE CLASSIFICATION: _____

SEWER: CFPWA 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: _____ BFE+2ft= _____

A V N

Comment: _____ PERMIT FEE: \$ _____