



# The Town of Sunset Beach

700 Sunset Boulevard North ♦ Sunset Beach ♦ NC ♦ 28468  
Phone: (910) 579-0075 or (910) 579-0068 ♦ Fax: (910) 579-1840

## COMMERCIAL PERMIT APPLICATION

Permit #: \_\_\_\_\_ Tax Parcel#: \_\_\_\_\_ Project Cost: \_\_\_\_\_

Applicant/Property Owner: \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Project 911 Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Developer: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Project Contact Person \_\_\_\_\_ Telephone No. \_\_\_\_\_

**Description of Proposed Work:** \_\_\_\_\_

Type of Building:  New  Addition  Renovation/Up fit  Deck/Ramp  Garage/Covered Walkway

Construction Type: V- Wood \_\_\_\_\_ III- Masonry \_\_\_\_\_ I & II-Steel \_\_\_\_\_ IV-Heavy Timber \_\_\_\_\_

Occupancy Type: Assembly \_\_\_\_\_ Business \_\_\_\_\_ Educational \_\_\_\_\_ Hazardous \_\_\_\_\_ Utility \_\_\_\_\_

Factory-Industrial \_\_\_\_\_ Institutional \_\_\_\_\_ Mercantile \_\_\_\_\_ Residential \_\_\_\_\_ Storage \_\_\_\_\_ Townhouse \_\_\_\_\_

Building Area: Total Area \_\_\_\_\_ sq. ft. Area per Floor \_\_\_\_\_ sq. ft.

• If existing structure calculate total area of renovation only \_\_\_\_\_ sq ft.

Building Height: \_\_\_\_\_ Ft. No. Stories \_\_\_\_\_ Sprinklered or Unsprinklered

State Agency Approvals:

NC Department of Insurance Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

NC Department of Labor Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ (Elevator, Boiler)

Utilities: Water/Sewer Public \_\_\_\_\_ Private \_\_\_\_\_

Energy Calculation Sheet: Yes \_\_\_\_\_ No \_\_\_\_\_ Fire District: Yes \_\_\_\_\_ No \_\_\_\_\_

General Contractor:

Contractor Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

NC General Contractors License# \_\_\_\_\_ Classification \_\_\_\_\_

Email: \_\_\_\_\_

Architect \_\_\_\_\_ Engineer \_\_\_\_\_ NC Reg. # \_\_\_\_\_

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I hereby affirm that I am the property owner, or authorized agent representing the property owner for the specific property for which this permit application is being made and 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 Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

A permit shall not be issued until the fees prescribed by the local governing authority have been paid. No amendment to a permit shall be released until the additional fee, if any has been paid. (G.S. 153-A-354 and 160A-414)

If building permit is approved, I agree to conform to all laws of the State of North Carolina regulating such work. I confirm that the information listed below is true and accurate.

Contractor/Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONFIRMATION AS CONTRACTOR / SUBCONTRACTOR**

Electrical Contractor Name: \_\_\_\_\_ NC Electric License # \_\_\_\_\_

Electrical Contractor Signature \_\_\_\_\_

Plumbing Contractor Name: \_\_\_\_\_ NC Plumbing License # \_\_\_\_\_

Plumbing Contractor Signature \_\_\_\_\_

Mechanical Contractor Name: \_\_\_\_\_ NC Mechanical License # \_\_\_\_\_

Mechanical Contractor Signature \_\_\_\_\_

Fuel Piping Contractor Name: \_\_\_\_\_ NC Fuel Piping License # \_\_\_\_\_

Fuel Piping Contractor Signature \_\_\_\_\_

Refrigeration Contractor Name: \_\_\_\_\_ NC Refridge License # \_\_\_\_\_

Refrigeration Contractor Signature \_\_\_\_\_

Fire Sprinkler Contractor Name: \_\_\_\_\_ NC F.S. License # \_\_\_\_\_

Fire Sprinkler Contractor Signature \_\_\_\_\_

Elevator Contractor Name: \_\_\_\_\_ NC Special Electric License # \_\_\_\_\_

Elevator Contractor Signature \_\_\_\_\_

**Affidavit of Workman's Compensation for General Contractors**  
**N.C.G.S. 87-14**

I understand that I am signing this document under oath; I certify that I am making a truthful statement. I have entered into a construction contract where the cost of the undertaking exceeds \$30,000.00; the contract, whether written or oral is in the exact name as listed with the North Carolina Licensing Board for General Contractors. I am not in partnership (including any "joint venture" (unless in compliance with 12 NCAC 12.0207) with any unlicensed entity). **I certify that I am presently licensed under \_\_\_\_\_ and my license number is \_\_\_\_\_.** My license is active and in good standing. I have filed all the necessary renewals for with the North Carolina Licensing Board for General Contractors. I am not presently under any disciplinary order issued by the Licensing Board, which disqualifies me for entering into a construction contract.

I have in effect all required worker's compensation insurance coverage and I agree to submit certificates of such coverage to the building inspector upon request. I understand that I am responsible for ascertaining whether I am obligated by law to obtain worker's compensation coverage and to assure that my insurance coverage is adequate. I understand that a licensed general contractor must pay a \$10.00 fee upon issuance of a residential building permit pursuant to NCGS 87-15.3 the Homeowner's Recovery Fund Act of North Carolina; \$9.00 of which the permitting official will forward to the Licensing Board. I understand that the unlicensed practice of general contracting is a criminal offense of NCGS 87-13 and that the licensing board may pursue and injunction against me if I practice without a license as required by law. I also understand that under North Carolina case law, and unlicensed practitioner may be barred from recovery of any civil damages if the job owner refuses to pay. I have been informed that any authority issuing a building permit to an unlicensed contractor where a license is required may be found guilty if a misdemeanor and I certify to this department that they may rely on my statement as truthful regarding the status of my license.

**\*\*The undersigned applicant or authorized agent for a building permit being the: ( ) contractor, ( ) owner, ( ) agent for owner or contractor do hereby affirm under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:**

- Have three (3) or more employees and have obtained worker's compensation insurance to cover them.**
- Have one or more subcontractors and have obtained worker's compensation insurance to cover them.**
- Have one or more subcontractors who have their own policy of worker's compensation covering them**
- Have no more than two (2) employees and no subcontractors.**

While working on the project for which this permit is sought it is understood that the inspection department issuing the permit will require certificates of coverage of worker's compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying the work.

**Firm name:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
Signature

**Sworn and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

**Notary Public:** \_\_\_\_\_ **Commission expiration:** \_\_\_\_\_

**(Seal)**

## Lien Agent Information

**Effective April 1, 2013**

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to issue any permit where the project cost is \$30,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence **OR** the property owner has designated a lien agent and provided the inspections office with the information below:

Name of Lien Agent: \_\_\_\_\_

Mailing address of Agent: \_\_\_\_\_  
\_\_\_\_\_

Physical address of Agent: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

Excerpt from North Carolina G.S. 160A-417:

“ **(Effective April 1, 2013)** No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the owner occupies as a residence, or for the addition of an accessory building or accessory structure as defined in the North Carolina Uniform Residential Building Code, the use of which is incidental to that residential dwelling unit, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued.”

**You can complete online at:**

[www.liensnc.com](http://www.liensnc.com)