

City of Whiteville

Inspections & Planning Department

317 S. Madison St.

Whiteville, NC 28472

Phone (910) 640-1380

Fax (910) 642-4407

Commercial Building Permit Checklist

- 911 Address slip from Columbus County Addressing Center (910-640-1518)**
- Deed of Owner and Legal Description**
 - Site Control/Lease/Transfer of Ownership Documentation:** *If the individual involved with the zoning permit application is not the owner of the property, then a letter or note needs to be included that shows permission to proceed with the specific project.*
- Zoning Permit Application** – If the property is located in a special flood hazard area then Flood Development permit required.
- Site Plan (2 sets)** – If applicable see Site Plan Submittal Checklist. *(Engineer site plan review fees must be paid before building permit will be issued.)*
- Building Permit Application**
 - Structural Plans** including footing, foundation, floor system, wall sections, and roof components. (Reflecting all dimensions.)
 - Sealed Drawings (2 sets):** *Required on institutional, industrial and commercial buildings over 2,500 square feet or \$90,000 in value (site plan always required)*
 - Copy of General Contractor's License:** *If project exceeds \$30,000.*
 - Lien Agent Form:** *If project exceeds \$30,000.*
 - Copy of Worker's Compensation**
 - Erosion Control Plan (N.C. Department of the Environment and Natural Resources):** *This is necessary if a commercial or industrial project disturbs one (1) or more acres. All commercial, industrial and institutional must provide calculations to hold a ten-year storm event.*
- Change of Use/Ownership or Commercial Remodel**
 - Life safety plan including exits, emergency lighting, and travel distances.
 - Appendix B completed by engineer is required for all commercial projects (2 sets must be submitted).

PLEASE READ AND SIGN: *I have enclosed all of the required information, have read, and understand this form in its entirety. I am aware this does not guarantee any approval for any permit and that I am solely responsible for providing information that is accurate. Furthermore, the City of Whiteville will not be liable for false information provided. All fees must be paid per fiscal year fee schedule before any permit is issued.*

Signature

Date

(Note: The building permit does NOT include all other trades: electrical, mechanical, plumbing, fuel gas, etc.)

City of Whiteville

Planning Department

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Zoning Use Application

(Use this form for Zoning Permit Approvals & Change of Use)
Application and plat/drawing may be returned by fax, mail, email, or in person.

Please allow a minimum of three (3) business days to process applications.

Fee: \$25 Residential and \$75 Commercial

Proposed Work/Use: _____ Business Name: _____
(If Applicable)

Address for permit: _____

Subdivision/Development/Lot# _____
(If Available)

Property Owner(s) Information:

Name _____

Company Name _____

Address _____

City/State/Zip _____

Phone _____

Cell # _____

Fax _____

Email _____

Applicant(s) Information (if different from owner):

Name _____

Company Name _____

Address _____

City/State/Zip _____

Phone _____

Cell # _____

Fax _____

Email _____

I hereby certify that I, the undersigned, am the owner of the subject property or I am making application with the full authority or the owner(s), and the statements herein are true and correct to the best of my knowledge. I am aware this does not guarantee any approval for any permit and that I am solely responsible for providing information that is accurate. Furthermore, the City of Whiteville will not be liable for false information provided.

Owner/Applicant Signature

Date

(For Office Use Only)

Permit # _____ Zoning _____ [] Approved [] Denied Date _____

Property # _____ Setbacks _____ Review Officer _____

Comments: _____

**City of Whiteville Planning Department
SITE PLAN SUBMITTAL CHECKLIST**

Date submitted: _____ Name of Project: _____
Project Address: _____
Owner/ Contact Person: _____
Telephone: _____ Fax: _____

Title Block Information (Items located under this heading must all be located in the same place on plat)

- ____ Name of Development & Date
- ____ Name, Address, telephone number of owners and applicant
- ____ Zoning Classification
- ____ Parcel Identification Number and Tax ID of the tract(s)
- ____ Deed Reference for the Tract
- ____ Flood Plain (Zone, Map number, and Effective date)

General Requirements

- ____ Map Size 24" X 36" & Scale 1"=200' or larger
- ____ North Point, Graphic Scale, Vicinity Map
- ____ Names and Right of Ways of Streets and State Roads
- ____ Show Boundaries of Tract
- ____ Show Adjacent Uses
- ____ Net or total Acreage for Lot
- ____ Show building envelope and required setback areas
- ____ Location of all existing and proposed Mechanical, Utility, and Trash Containment Areas
- ____ Proposed or existing fencing, screening, gates, and/or off-street loading docks
- ____ Show all existing structures located on the parcel
- ____ Locations and widths of all easements and rights-of-way within or adjacent to the site, including roads and existing Street Layout. access
- ____ Location of existing and proposed utilities.
- ____ Location of all parking areas on site (based on type of business and/or square footage)
- ____ Provide a parking space typical
- ____ Proposed parking lot material
- ____ Proposed exterior lighting
- ____ Location, type, and size of proposed signage
- ____ When, located within the one hundred year flood plain you must delineate boundary of flood plain.
- ____ A copy of the erosion control plan submitted to the appropriate authority, if such plan is required.
- ____ Drainage plan. Run-off rate cannot change from predevelopment to post development. (The City may require either a written description of the proposed drainage improvements or detailed Engineer drainage plans prepared by a licensed engineer.

Landscape Plan

- ____ Proposed landscaping and buffering as required in the Zoning ordinance.

Storm Water Management

- ____ Proposed storm water management plan and calculations.

Certifications

- ____ Certification from NCDOT that all Driveway permits have received approval.
- ____ Certification, written and signed by the development site owner of record that such owner formally consents to the proposed development.
- ____ Certification by the County Health Department or Public Utilities, that the proposed development has adequate water supply and sewage disposal systems.

Fees

- ____ Applicant has filed a zoning permit application and has paid the fee

Checked by: _____ Date: _____

Permit No. _____
Zoning Permit No. _____

Total Project Cost: _____

**CITY OF WHITEVILLE
PLANNING & INSPECTIONS
COMMERCIAL PERMIT APPLICATION**

Applicant/Property Owner: _____ Date _____

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: Wood _____ Masonry _____ Steel _____

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 Construction Permit:

Contractor Name _____ Telephone No. _____

Address _____ State _____ Zip _____

License# _____ Classification _____

Architect _____ Engineer _____ NC Reg. # _____

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 Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

Owner / Agent Signature: _____ Date: _____

CITY OF WHITEVILLE
INSPECTIONS DEPARTMENT

**CERTIFICATION AS TO STATUS OF LICENSURE
FOR THE GENERAL CONTRACTOR TO SIGN:**

Permit # _____

I understand that I am signing this document under oath: I certify that I am making a truthful statement. I have read G.S. Sections 87-1 and 87-14 as amended July 6, 1992. 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 a partnership (including any "joint venture" [unless in compliance with 21 N.C.A.C. 12.0207]) with any unlicensed entity. I certify that I am presently licensed under the name _____ and under license number _____. My license is active and in good standing – I have filed all necessary renewal forms with the North Carolina Licensing Board for General Contractors. I am not presently under any disciplinary order issued by the North Carolina Licensing Board for General Contractors, which disqualifies me for a building permit.

I certify to this Building Inspections Division that I have paid license tax(s) as required by the N.C. Department of Revenue; I have in effect all required workers compensation insurance coverage. I have filled out the attached worksheet/affidavit regarding workers' compensation and I agree to submit certificates of responsible for ascertaining whether I am obligated by law to obtain workers' compensation insurance and to assure that our insurance coverage is adequate. I have made all reasonable inquiries of the appropriate authorities and/or sought private legal counsel to assure that I am providing all workers' compensation coverage required by law.

I understand that a licensed general contractor must pay a \$10.00 fee upon applying for a residential permit pursuant to G.S. Section 87-15.5 "Homeowner's Recovery Fund" Act of North Carolina, \$9.00 of which the permitting official shall forward to the North Carolina Licensing Board for General Contractors.

I understand that the unlicensed practice of general contracting is a criminal offense under G.S. Section 87-13 and that I may be sued by the North Carolina Licensing Board for General Contractors for an injunction if I practice without a license as required by law. I also understand that, under North Carolina case law, an unlicensed practitioner may be barred from recovery of any civil damages if the job owner refuses to pay me.

I have been informed that any authority issuing a building permit to an unlicensed contractor where a license is required may be found guilty of a misdemeanor and I certify that this Department may rely on my statement as a truthful statement regarding the status of my license.

SIGNATURE

DATE

PRINT NAME:

TITLE:

TELEPHONE NUMBER:

Sworn to and subscribed before me this _____ day of _____, 20_____.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

(Seal)

City of Whiteville
Building Inspections

CONFIRMATION AS CONTRACTOR / SUBCONTRACTOR Permit # _____

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.

Project Address: _____

Gen. Contractor Name: _____ NC License # _____

Contractor Signature _____

Electrical Contractor Name: _____ NC License # _____

Electrical Contractor Signature _____

Plumbing Contractor Name: _____ NC License # _____

Plumbing Contractor Signature _____

Mechanical Contractor Name: _____ NC License # _____

Mechanical Contractor Signature _____

Fuel Piping Contractor Name: _____ NC License # _____

Fuel Piping Contractor Signature _____

Refrigeration Contractor Name: _____ NC License # _____

Refrigeration Contractor Signature _____

Sprinkler Contractor Name: _____ NC License # _____

Sprinkler Contractor Signature _____

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