



**COUNTY OF DUPLIN**  
**BUILDING INSPECTIONS DEPARTMENT**  
**PO BOX 950**  
**KENANSVILLE, NC 28349**  
**PHONE: (910) 296-2124 FAX: (910) 296-2166**

**CHECKLIST FOR BUILDING PERMIT ISSUANCE**

- 1.** Blueprints or other documentation demonstrating dimensions of the proposed building or residence. These documents and/or prints shall specify foundation type, floor framework if applicable, load bearing wall framing, roof frame work (truss documents from mfr. and/or stick built spacing/species/sizing/lengths). Blueprints shall be sealed if. construction cost exceeds \$90,000; square footage exceeds 2,500; if construction consists of timber; if building is part of a pre-fabricated package.
- 2.** Permit application completed to it's entirety including licensing affidavit, worker's compensation form, any applicable zoning approval if located in or adjacent of any city limit or extra territorial jurisdiction within Duplin County, Elevation Certificate if located within any floodplain in Duplin County, No-Rise Study Certification if located within any non-encroachment area located in Duplin County, copy of restrictive covenants pertaining to any subdivision of which the building to be altered or constructed is or will be located, current copy of license held by proposed General Contractor, approved septic plan, 91 1 address for location of proposed structure, any certification or approval from other governmental agencies that may also have jurisdiction of the project.
- 3.** Any work regardless of nature shall be performed, managed, held liable for by the General Contractor. The General Contractor shall be licensed for the type of work to be performed and within the cost limits as established by the NC Licensing Board for General Contractors. In NC an owner may act as their own General Contractor as long as the owner intends to occupy, not sale or lease the building being altered or constructed for a period of at least I year AFTER COMPLETION. **EXCEPTION** Any repair or renovation of a building with a cost LESS THAN \$30,000, PLEASE NOTE YOU WILL BE REQUIRED TO SHOW PROOF OF THIS.
- 4.** To determine that proposed building will be placed in accordance with all setbacks and right of ways established by the county or any of the cities within the county we reserve the right to request any deed, survey map, or in such case a survey may be required if not done previously to insure that building is placed in accordance with any setback and right of way requirements for location of such property.
- 5.** This list was intended to list all information that is typically required however in some cases you may be required to produce other documents that may apply to any situation that may be unique to the construction type or method as well as the type of occupancy. Any questions or concerns please call (910)296-2124.



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**REQUIRED INSPECTIONS ON ALL CONSTRUCTION**

**NO PROJECT TO START UNTIL ALL PERMITS ARE SECURED**

**FOOTING INSPECTION** - To be made after the trenches are excavated, all grade stakes are installed, all reinforcing steel and supports are in place and appropriately tied, all necessary forms are in place and braced before any concrete is placed.

**UNDER SLAB INSPECTION, AS APPROPRIATE** - To be made after all forms have been placed, all electrical, plumbing and/or heating and air conditioning facilities, all crushed stone, a vapor barrier, all reinforcing steel with supports and tied and/or all welded wire fabric installed when required, but before any concrete is placed.

**SLAB INSPECTION** - All concrete shall be inspected except driveways and walkways. Termite treatment shall be done at this time. Monolithic pours are when footings, column pads and the slab are all installed at one time.

**FOUNDATION** - To be made after all foundations supports is installed. This inspection is to check foundations supports, crawl space leveling, ground clearances and positive drainage when required. Anchor bolt installation per code. In pier and curtain wall construction anchors in piers only, (2) per pier.

**OPEN FLOOR INSPECTION** - Mud seals to be anchored down with proper anchors and spacing. Girders, floor joist or truss and outside bands in place. No floor sheeting is to be installed.

**SHEATHING** -After plywood is installed on walls prior to placement of house wrap material.

**ROUGH-IN INSPECTION** - When all building, framing, windows, doors installed and parts of the electrical, plumbing and heating-ventilation or cooling system with tests that will be hidden from view in the finished building have been placed but before any wall, ceiling finish or building insulation is installed.

**BUILDING FRAMING** - To be made after roof, wall ceiling and floor framing is complete with appropriate blocking, bracing and fire stopping in place. The following items must be in place and visible for inspections.

-----pipes

-----chimney and vents

-----flashing for roofs, chimneys and wall openings

-----insulation baffles

-----all lintels required to be bolted to the framing for support shall not be covered by any exterior or interior wall or ceiling finish material before approval - work may continue without approval for lintels supported on masonry or concrete.

**INSULATION INSPECTION** - To be made after an approved building framing and rough-in inspection, with all insulation and vapor barriers in place but before any wall or ceiling covering is applied.

**TEMPORARY POWER** - To place electric meter to energize home.

**CERTIFICATE OF OCCUPANCY/ FINAL INSPECTION** - To be made after all the certificate of compliance inspections for each trade are complete, continuity test is completed and other local laws are complied with, but before occupancy. Please do not expect final approval until all construction and systems are completed. This includes all fixtures (plumbing and lighting), equipment (heating) and decks, stairs and railing. Emergency 911 address is to be posted.

I understand that either myself or my agent (contractor) are responsible for notifying the Duplin County Inspection Department for any and all inspection and that I can not and will not cover anything up or pour without work being properly inspected and approved. I further agree that if I do not call for and get inspections FIRST that I will be responsible for the removal or replacement or have a license Engineer in North Carolina to approve. I accept these conditions as a prerequisite to obtain a Building Permit. We request at least a 24-hour notice for all inspections - No specific time can be given for inspections due to the inspectors' work load and travel distance between jobs.  
REINSPECTION FEE: \$50.00.

\_\_\_\_\_  
Owner/Permit Holder

\_\_\_\_\_  
Date



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## Building Permit Application

Property Owner	Telephone #
Project 911 Address	City
Parcel # of Property	Township
Contractor	License #
Contractor Address	City
Project Contact	Telephone #
Occupancy Type: Assembly <input type="checkbox"/> Business <input type="checkbox"/> Educational <input type="checkbox"/> Factory <input type="checkbox"/> Hazardous <input type="checkbox"/> Institutional <input type="checkbox"/> Mercantile <input type="checkbox"/> Storage <input type="checkbox"/> Utility <input type="checkbox"/>	
Type of Proposed Work: New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Up-fit <input type="checkbox"/> Repair / Replacement <input type="checkbox"/> Relocated Structure <input type="checkbox"/> Modular <input type="checkbox"/> Other <input type="checkbox"/>	If Other Please Specify
<b>Square Footage of Construction Area</b> _____ # of Floors _____ # of Bedrooms _____ # of Bathrooms _____	Cost of Construction \$
Zoning Jurisdiction if Applicable: Kenansville <input type="checkbox"/> Warsaw <input type="checkbox"/> Faison <input type="checkbox"/> Calypso <input type="checkbox"/> Beulaville <input type="checkbox"/> Wallace <input type="checkbox"/> Greenevers <input type="checkbox"/> Teachey <input type="checkbox"/> Rose Hill <input type="checkbox"/> Magnolia <input type="checkbox"/> River Landing <input type="checkbox"/> Mt. Olive <input type="checkbox"/>	Septic Tank <input type="checkbox"/> Permit # _____ Public Sewer <input type="checkbox"/> _____

I hereby certify that all the information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws, ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein. If the property is in the Floodplain, an Elevation Certificate must be submitted prior to construction & that this is not an authorization to begin work. Work may only commence after approval and issuance of the permit. Failure to obtain a permit will result in a Stop Work Order and a \$150 fine will be assessed. If the property is located within a municipal planning jurisdiction, a Zoning Permit from the Town is required before a Building Permit will be issued. Reinspection fees are charged at \$50 per trip.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



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**AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE**  
N.C.G.S. § 87-14

The undersigned applicant for Building Permit Number \_\_\_\_\_ being the

☐ Contractor                      ☐ Owner                      ☐ Officer/Agent of the Contractor or Owner

do hereby aver under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:

☐ has/have three (3) or more employees and have obtained workers' compensation insurance to cover them,

☐ has/have one or more subcontractor(s) and have obtained workers compensation insurance covering them,

☐ has/have one or more subcontractor(s) who has/have their own policy *of* workers' compensation covering themselves,

☐ has/have not 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 may require certificates of coverage of workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Firm name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

Official Seal  
Notary Public

\_\_\_\_\_  
Signature of Notary

My commission expires \_\_\_\_\_, 20\_\_\_\_.



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**AFFIDAVIT AS TO STATUS OF LICENSURE**  
**N.C.G.S. § 87-1**

To Permit Applicant: Please check the appropriate lines, provide the requested Information, and sign and date below.

- ☐ I propose to construct a new building.
- ☐ I propose to set-up a properly labeled modular building.
- ☐ I am a North Carolina licensed general contractor. My license number is \_\_\_\_\_.
- ☐ I am **not** a North Carolina licensed general contractor. The cost of the project I am entering Into does not exceed \$30,000.00 per N.C.G.S. § 87-1.
- ☐ I am **not** a North Carolina licensed general contractor. I am providing to the local inspection jurisdiction a \$5,000 surety bond in accordance with **N.C.G.S. § 143-139.1. (Modular set-up only)**
- ☐ **I am the owner of the proposed building.** It is my intention to act as my own general contractor for constructing the proposed building or for setting up the proposed modular building. I have entered into a construction project where the cost of the undertaking exceeds \$30,000; I have read G.S. Section § 87-1. I certify that I am not allowing an unlicensed general contractor to perform the duties of a general contractor, which, I understand from reading G.S. Section § 87-1 Include construction superintending and managing in addition to, among other things, signing written contracts. I Intend to retain the finished house (or other project) exclusively for my own use, and to be occupied by me or my family for a minimum of one year after completion. I am not building a "speculation" project with the Intention of selling My project once it is completed. I understand that building a "spec" project without proper licensure is a violation of G.S. § 87-13; this may be a criminal offense. Also, I understand that problems which may arise due to construction of the building or set-up of the property labeled modular building, such as inaccurate or Insufficient foundation. improper or inadequate marriage line connections, improper plumbing, mechanical, or electrical connections between the units, etc., Will be solely my responsibility, and I will be left with no recourse and must assume total liability for correction of the problems. I personally have a thorough knowledge of the requirements of the NC State Building Code with regard to construction and/or setting up modular buildings.

\_\_\_\_\_  
Signature of Permit Applicant

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Official Seal Notary Public

My commission expires \_\_\_\_\_, 20\_\_\_\_.



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Job Site Address: \_\_\_\_\_

**RESIDENTIAL SMOKE ALARM REQUIREMENTS FOR ADDITIONS/RENOVATIONS**

Section 313.1 of the 2009 NC Residential Building Code have new requirements for smoke detectors which will potentially affect portions of the existing house whenever additions and renovations to a single family or duplex take place. Please read the following carefully in order to be aware of how this will affect this particular permit.

Section 313.2 requires smoke detectors in the following locations in single family and duplex homes:

- 1) in each sleeping
- 2) outside each separate sleeping area in the immediate vicinity of the bedrooms.
- 3) on each additional story of the dwelling, including basements but not including crawl and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Multiple smoke alarms are required to be electrically wired and interconnected unless the work meets one or more of the exceptions listed below:

- 1) interconnection and hard-wiring of smoke alarms in existing areas shall not be required where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space, or basement available which could provide access for hard wiring and interconnection without the removal of interior finishes.
- 2) Work involving the exterior surfaces of dwellings, such as the replacement of windows or doors, or the addition of a porch or deck, are exempt from the requirements of this section.

In essence, if hard wired smoke detectors can be installed and interconnected throughout the house during a renovation or addition without excessive measures, it is required to be done. If excessive measures would need to be taken (see exception # 1 above) to hard wire the new smoke detectors, then battery powered smoke detectors with no interconnection would be acceptable to be installed in the locations specified in Section 313.2 (see above) in lieu of hard wired interconnected detectors.

**I HAVE READ AND UNDERSTAND THAT SMOKE DETECTORS WILL BE REQUIRED TO BE INSTALLED IN CONJUNCTION WITH THIS RESIDENTIAL PROJECT AS SPECIFIED ABOVE.**

NAME (PRINTED): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**STATE OF NORTH CAROLINA**

**OWNER EXEMPTION AFFIDAVIT  
PURSUANT TO G.S. 87-14(a)(1)**

COUNTY OF DUPLIN

BUILDING Inspections Department

Address and Parcel Identification of Real Property Where Building is to be Constructed or Altered:

I, \_\_\_\_\_  
(Print Full Name)

hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provision in paragraph 1 and initialing paragraphs 2-4 below and attesting to the following:

1. \_\_\_\_\_ I certify that I am the owner of the property set forth above on which this building is to be constructed or altered;  
  
\_\_\_\_\_ I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation: \_\_\_\_\_).
2. \_\_\_\_\_ I will personally superintend and manage all aspects of the construction or alternation of the building and that duty will not be delegated to any person not duly licensed under the terms of Article I of Chapter 87 of the General Statutes of North Carolina;
3. \_\_\_\_\_ I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina;
4. \_\_\_\_\_ I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S. 87-1(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
Date

Sworn to (or affirmed) and Subscribed before me  
this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

My Commission Expires: \_\_\_\_\_ (Notary Stamp or Seal)

*(NOTE. It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law - G.S. 14-209)*

## 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 pen-nit 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 applicant uses as a residence, 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.l(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."