



**TOWN OF BURGAW**

**ONE STOP SHOPPING FOR:  
PERMITTING INFORMATION**

**TOWN OF BURGAW**

# Town of Burgaw Guide for Permits

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## GENERAL INFORMATION

General information included in this guide are subject to more detailed requirements included in the International Codes adopted and amended by the State of North Carolina and Town of Burgaw Ordinances.

Once Zoning Permits and Water/Sewer Permits are approved the applicant can proceed to obtain building permits for General, Mechanical, Electrical, and Plumbing related work. All businesses operating in the Town of Burgaw are required to obtain a Business License ([see application for Business License](#)).

## RESIDENTIAL BUILDING PERMIT

1. Approved zoning permit.
2. Approved Water/Sewer Permit.
3. Full set of plans – Plan review approval is required prior to Building Permit issuance.
4. Permit Application should be filled out.
5. Workers' Compensation ([see Affidavit of Workers' Compensation Coverage N.C.G.S.](#)).
6. Unlicensed Contractor may be permitted for jobs that the total amount of all related work and materials for the project total less than \$30,000.
7. Obtain a Lien Agent from [www.liensnc.com](http://www.liensnc.com) for required projects.
8. Unlicensed Homeowner may acquire permit to build his own house but accepts all responsibilities required to meet compliance of N.C. State Building Codes and occupy the building for a period of 1 year.
9. Unlicensed Homeowner may apply and get the Electric, Plumbing, Mechanical permits providing he/she passed a test given by the Town of Burgaw Building Inspector of the trade he/she applied for and occupy the building for the period of 1 year.
10. Dwelling located in flood area needs to comply with FEMA rules and regulations.

## COMMERCIAL BUILDING PERMIT

1. Approved Zoning Permit.
2. Approved Water / Sewer Permit.
3. Three sets of North Carolina Professional Architect or Engineer signed sealed Plans if above threshold of minimal size or occupancy requirements determined by North Carolina State Building Codes. Listing of materials and quantities to be stored, manufactured, or processed in facility pertaining to occupancy and use to determine construction requirements, fire prevention, minimal facilities, egresses and arrangements of process. Plans should include distances to property lines, other buildings, listed fire ratings of walls, plumbing, mechanical, electrical, structural loads, and exposures. Contact information shall be given for plans review to correct discrepancies and meet code requirements of drawings or discuss intent of items not clearly defined. It will take approximately one week to review plans if no problems persist in design. No permit will be issued until plans are fully approved with corrections documented by designers

referencing project if items found are not to code. No work may begin onsite without first obtaining said Building Permit.

4. Appendix B filled out completely by the designers.
5. Contractor shall be licensed for technical trade with the proper level in class relating to the size job of their expertise.
6. The main Licensed General Contractor shall be the applicant for the Building Permit with a copy of their License, form of identification and valid current copy of Insurance Certificate covering employee's compensation coverage NCGS-78-14.
7. Obtain a Lien Agent from [www.liensnc.com](http://www.liensnc.com) for required projects.
8. All Trades can be picked up by building contractor providing he/she has copies of all subcontractors' license and proof of their workers' compensation and a notary letter from each trade giving him/her power to sign for them in their absence.
9. If builder does not pick up permits then subcontractors will pick up their own permits with proper information on permit number. Proof of license required.
10. Owners are occasionally permitted to get permits as self providing the Building Inspector approves this process on commercial buildings.

APPENDIX B – Building Code Summary for all Commercial Projects

See North Carolina State Building Code, Administration and Enforcement Requirement Code, 2002 Edition

#### **PERMIT LIFE**

A permit expires six (6) months after the date of issuance if the work authorized by the permit has not been commenced. If, after commencement, the work is discontinued for a period of 12 months, the permit immediately expires. No work authorized by a permit that has expired may be performed until a new permit has been secured. GS 153A-358.

One temporary toilet facility is required on the job site before inspections can be performed.

#### **Certificate of Compliance (COC)/ Certificate of Occupancy**

A Certificate of Occupancy is required prior to occupying a building.

In order for the Certificate of Occupancy to be issued all applicable trades must be approved and signed off by inspectors as finalized, the Water/Sewer Department and Planning Departments must both have final approvals submitted to the Inspections Department.

**Town of Burgaw**  
***Public Works Department***

REQUIRED PERMITS OR ACTIONS FOR BUSINESSES / HOMES

**DRIVEWAY PERMITS** for new driveways- All driveways require a **PERMIT**, which is issued after inspection of the site. The driveway area must meet all criteria of the Town's UDO and if applicable the standard of NC DOT. The permit must remain on site at all times and be made available to inspection.

**DRAINPIPES** –**POLICY**- the department will install driveway tile only, the customer purchases the material, and Public Works will install the pipe. The customer and the Director of Public Works will agree upon the size and type of the pipe. In all cases the minimum size of drainage pipe shall be fifteen inch in diameter. There is **NO PERMIT** for this unless it involves a new driveway.

**WATER TAPS** (new) – water taps, ¾", 1" and 2", with or without a road bore can be done by the Public Works Department and require 48 hr notice to dig. Any taps done along state roads require an encroachment agreement from DOT. All taps require site inspection by Public Works prior to an application being approved. An **APPLICATION** is required for this service

All business taps will require a backflow prevention assembly of some type. The type will be determined by the ORC of the Backflow Prevention/Cross Connection program and is dependant on the severity of hazard.

All irrigation systems must be metered. They will also require backflow prevention, the type to be determined by the ORC.

A "Schedule of Fees" determines fees for all taps and services (see attached). All fees must be paid at Town Hall and a work order will then be generated to the Public Works Department. Public Works will then schedule the work. No taps can be installed without payment.

**Wastewater Services**

The Town installs sewer services up to four inches in diameter. The Town cannot do larger sewer service taps that require a road bore. An **APPLICATION** is required for this service. All sewer services require a cleanout at the right of way, and a cast iron box and cover for the cleanout. This is provided as part of the sewer service tap.

Commercial sewer services will require the completion of an Industrial Waste Survey Short Form by the applicant. Stores, restaurants, hospitals, etc. may require the installation of a grease trap as determined by the ORC and the Town's SUO. A follow up inspection by the Public Works Department may be required

## REQUIRED INSPECTION LIST (BUILDING)

### **BUILDING**

BLDG FOOTING EXCAVATION  
BLDG SLAB PREPARATION  
BLDG DECK FOOTING  
BLDG FLOOR SYSTEM  
BLDG SHEATHING  
BLDG FRAMING ROUGH-IN  
BLDG MATELINE (MODULAR/MOBIL)  
BLDG FIREPLACE INSPECTION  
BLDG INSULATION  
BLDG DECK FRAMING  
BLDG BRICK LINTEL  
BLDG CEILING GRID  
BLDG BOND BEAM  
BLDG ABOVE CEILING  
BLDG FIRE SEPARATION ASSEMBLY  
BLDG FRAMING-STRUCTURAL STEEL  
BLDG FRAMING METAL STUD WALL  
BLDG FIREPROOFING  
BLDG FLASHING  
BLDG C.O.C (GS 106A-423)  
BLDG COND C.O.C. (GS 106A-423)

### **ELECTRICAL**

ELEC GROUND WORK  
ELEC ROUGH-IN  
ELEC CEILING ROUGH-IN  
ELEC WALL ROUGH-IN  
ELEC CONDITIONAL POWER INSPECT  
ELEC TEMPORARY POLE  
ELEC PERMANENT POLE  
ELEC FINAL

### **MECHANICAL**

MECH GROUND WORK SLAB-UNDERGROUND  
MECH ROUGH-IN  
MECH WALL ROUGH-IN  
MECH CEILING ROUGH-IN  
MECH GAS APPIANCE C.O.C. (GS 160A-423)  
MECH GREASE HOOD  
MECH FINAL

### **PLUMBING**

PLBG SLAB  
PLBG WATER SEWER TRENCH  
PLBG ROUGH-IN  
PLBG TOP OUT  
PLBG GREASE SEPARATOR  
PLBG FINAL

**BURGAW INSPECTIONS DEPARTMENT  
PERMIT APPLICATION**

Date of Application \_\_\_\_\_

<b>Property Information</b>
Address: _____
Owner: _____
Is there a general contractor already permitted to work on this project? Yes or No
If so, what is the permit number?
Geo-Pin #: _____
Flood Zone:    A    AE    AEFW    Shaded X    VE
<b>Contractor Information</b>
Applicant: _____
Business Name: _____
NC License # _____
Contractor Office Phone: _____
Contractor Contact Phone: _____
Qualifier: _____
Verified:    Office phone    ID needed    Inspector
Burgaw Privilege License:    current    or    needed

**BUILDING** \_\_\_\_\_  
 Residential or Commercial (circle one)  
 Project cost \$ \_\_\_\_\_  
 Project square footage \_\_\_\_\_  
 Professional design Yes / No  
 Zoning permit # \_\_\_\_\_  
 Water/Sewer # \_\_\_\_\_  
 Flood development permit? Yes / No / n/a

**PLUMBING** \_\_\_\_\_  
 Single family dwelling Yes / No  
 Number of fixtures? \_\_\_\_\_

**MECHANICAL** \_\_\_\_\_  
 Unit tonnage \_\_\_\_\_  
 Single family dwelling? Yes / No

**ELECTRICAL** \_\_\_\_\_  
 Amp \_\_\_\_\_ Volts \_\_\_\_\_  
 Project cost \$ \_\_\_\_\_

**GAS LINE INSTALL** \_\_\_\_\_  
 Propane or Nat \_\_\_\_\_  
 1 stage pressure \_\_\_\_\_  
 Total BTUs \_\_\_\_\_

Assigned Permit # \_\_\_\_\_

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

Date \_\_\_\_\_

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

The undersigned applicant for Building Permit # \_\_\_\_\_ 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 workmen's 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: \_\_\_\_\_

NC Administration & Enforcement ®





**Town of Burgaw  
Building Inspections Department**

**Lien Agent Information**

**Permit No.** \_\_\_\_\_

**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 Inspection's 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 application is required to post a copy on the construction site.

Excerpt from the 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-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mailing 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.”



STATE OF NORTH CAROLINA

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

COUNTY OF PENDER  
TOWN OF BURGAW 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 attest 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;

OR

\_\_\_\_\_ 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 alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina;

3. \_\_\_\_\_ I will personally be 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 38A of the General Statutes of North Carolina;

4. \_\_\_\_\_ I understand that a copy of this AFIDAVIT 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 of General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Date

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

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

(Notary Stamp or Seal)

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

My Commission Expires: \_\_\_\_\_

## **TEST PROCEDURES for SELF CONTRACTOR**

1. Test will be issued for self-contractors.
2. A test is required before issuing a permit for electrical, plumbing, and mechanical work if a person is doing their own work in these fields of construction and does not hold a valid contractor's license in these fields of construction.
3. Test will be administered and graded by the certified inspector in each field of construction being tested.
4. If in the opinion of the certified inspector, the applicant is not able to satisfactorily answer the questions on this test, then the applicant must hire a licensed contractor to do this work. This licensed contractor must obtain the permit himself/herself.

### **Sec. 4-71. OWNERS**

Any person may be permitted to perform electrical, plumbing, mechanical, or construction work upon his own property, except property intended for rent, sale or gift, provided, he first obtains a permit from the Inspections Department to do the specific work contemplated. Any person desiring a permit under such circumstances shall make application therefore to the Inspections Department. He shall also satisfy the

Inspectors that he is competent to perform the work for which permit is requested, in a manner which will meet all requirements of the building code. IF so satisfied, the Inspectors shall issue a permit to such applicant personally to perform the particular work for which application was made. Such permit shall extend to the applicant only and shall not authorize the applicant to employ the services of any other person to assist him unless such other person is a contractor qualified under the building code. Such permit will automatically expire upon completion of the work for which application was made and the permit issued. All work done under such permit shall be subject to regular inspection requirements and fees and shall be required to satisfy all requirements and regulations applicable to such work.

CERTIFICATION AS TO STATUS OF LICENSURE

For the owner/builder to sign:

I understand that I am signing the document under oath; I certify that I am making a truthful statement. I have entered into a construction project where the cost of the undertaking exceeds \$30,000.00. I have read general statute section 87-1 as amended July 6, 1992 (attached). I certify that I am not allowing an unlicensed general contractor to perform the duties of a general contractor, which, I understand from reading general statute section 87-1 attached, includes 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; I am not building a "Speculation" project with the intention of selling the project once is completed. I will occupy the property for at least one year (12 months) following the completion (issuance of a certificate of occupancy) of construction. I understand that building a "speculation" project without proper licensure is a violation of General statute 87-1 and General Statute 87-13: This may be a criminal offense.

Also, I understand that under General Statute Section 87-15.5, the "Homeowners recovery Fund" no homeowner acting as a general contractor (owner/builder) has any right to recovery.

I have filled out the attached worksheet/affidavit regarding Workers' Compensation, and certify either that I am not required by law to carry such coverage or that I agree to submit certificates of insurance coverage upon demand by the building inspector.

I understand that I am 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.

This is the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Owner/Builder (Name printed & signed):

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

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

\_\_\_\_\_

Notary Public My commission expires

## AN ACT TO REGULATE THE PRACTICE OF GENERAL CONTRACTING

### **87-1. “General contractor” defined; exceptions.**

For the purpose of this Article any person or firm or corporation who for a fixed price, commission, fee, or wage, undertakes to bid upon or to construct or who undertakes to superintend or manage, on his own behalf or for any person, firm, or corporation that is not licensed as a general contractor pursuant to this Article, the construction of any building, highway, public utilities, grading or any improvement or structure where the cost of the undertaking is thirty thousand dollars (\$30,000) or more, or undertakes to erect a North Carolina labeled manufactured modular building meeting the North Carolina State Building Code, shall be deemed to be a “general contractor” engaged in the business of general contracting in the State of North Carolina.

This section shall not apply to persons or firms or corporations furnishing or erecting industrial equipment, power plant equipment, radial brick chimneys, and monuments.

This section shall not apply to any person or firm or corporation who constructs or alters a building on land owned by that person, firm or corporation provided such building is intended solely for occupancy by that person and his family, firm or corporation after completion; and provided further that, if such building is not occupied solely by such person and his family, firm, or corporation for at least 12 months following completion, it shall be presumed that the person, firm, or corporation did not intend such building solely for occupancy by that person and his family, firm, or corporation.

This section shall not apply to any person engaged in the business of farming who constructs or alters a building on land owned by that person and used in the business of farming, when such building is intended for use by that person after completion.

**TOWN OF BURGAW  
BUILDING INSPECTIONS  
FY 2012-2013 SCHEDULE OF FEES  
ATTACHEMENT II**

Permits are required on all construction when costs exceed \$500.00, unless the construction is exempt under NC General Statute 160A-417. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits may be subject to a penalty of up to 100 percent of the usual permit fee and/or a fine of \$100.00.

**BUILDING PERMIT**

Building fees shall be calculated on the basis of a realistic estimate of the construction cost of a building using the latest building valuation data compiled by the International Building Code for commercial and residential construction. Valuation data can be found at [www.iccsafe.org](http://www.iccsafe.org) and search for “valuation data” for the most current data.

**Building Permit Fee Schedule**

\$500.00-\$1000	\$ 40.00
\$1,001-\$3,000	\$ 50.00
\$3,001-\$6,000	\$ 75.00
\$6,001-\$10,000	\$ 80.00
\$10,001-\$15,000	\$100.00
\$15,001-\$25,000	\$130.00
\$25,001-\$50,000	\$150.00
\$50,001 and over	\$150.00 plus \$5.00 per thousand dollars in cost

**MANUFACTURED HOUSING PERMITS**

\*Marriage wall inspection required

**SET-UP AND FOUNDATIONS**

Singlewide Home	\$125.00
Doublewide Home	\$175.00
Triple Wide Home	\$250.00
Modular Home	\$45.00 per sq. ft.
Relocation of Home	\$150.00
Electrical	\$ 60.00
Plumbing	\$ 60.00
Mechanical	\$ 60.00

**MECHANICAL PERMIT**

New Electric, gas or oil – 1 <sup>st</sup> unit	\$ 80.00
Additional Units	\$ 50.00
Change-outs no duct work	\$ 60.00

Change-out with duct work	\$ 75.00
Gas line pressure test	\$ 30.00 First + \$5.00 each additional
Electrical to unit(same contractor)	\$ 20.00
Hood canopies – cooking areas	\$ 75.00
Walk-in coolers	\$ 50.00
Electrical to unit(same contractor)	\$ 20.00

**PLUMBING PERMIT**

**RESIDENTIAL AND COMMERCIAL**

0-12 fixtures	\$ 80.00
Each fixture over 12	\$ 5.00
Full Bathroom addition	\$ 50.00
Kitchen sink/washer hook-up	\$ 50.00
Water service connection	\$ 30.00
Sewer service connection	\$ 30.00
Hose bib	\$ 5.00
Laundry room	
Floor drain	\$ 5.00
Laundry tub	\$ 5.00

**ELECTRICAL PERMIT**

**RESIDENTIAL (new construction)**

200 amp service	\$ 80.00
201-400 amp service	\$120.00
401 amp and over	\$150.00 plus \$.30/A
Temporary pole	\$ 30.00

**COMMERCIAL (new construction)**

200 amp service	\$100.00
201-400 amp service	\$140.00
401 amp and over	\$150.00 plus \$.40 per amp
Temporary pole	\$ 30.00
Verification	\$ 30.00

**COMMERCIAL (service upgrade)**

200 amp service	\$ 75.00
201-400 amp service	\$100.00
401 amp and over	\$100.00 plus \$.40 per amp
Inspection for existing service	\$ 30.00

**WIRING (no service charge)**

1-12 outlets	\$ 30.00
More than 12 outlets	\$ 50.00

**SWIMMING POOL PERMIT**

**RESIDENTIAL AND COMMERCIAL**

Pool inspection barriers \$ 40.00  
Electrical (grounding, pump, GFI) \$ 30.00

**INSULATION PERMIT**

Inspection Fee \$ 30.00  
Multi-unit dwellings \$ 30.00 each

**MISCELLANEOUS FEES**

Demolition \$ 70.00  
Re-inspection fee \$ 30.00 for second failed inspection  
\$ 50.00 for third and subsequent failed inspections.  
NOT READY \$ 30.00 if three major descriptions found  
(Inspection will be stopped)

**FAILURE TO OBTAIN FINAL INSPECTION**

(A final inspection must be requested upon completion of work)  
\$100.00

**FAILURE TO CORRECT DESCREANCIES IN A TIMELY MANNER**

Discrepancies for occupied building shall be corrected and inspected in 10 days or processing fee will be charged and the 10 days will start again. \$ 50.00  
Minimum building permit \$ 30.00  
Minimum electrical permit \$ 30.00  
Minimum plumbing permit \$ 30.00

**EXPIRATION OF PERMITS**

After obtaining the appropriate permits, the person in possession of the permits has 6 months to begin work as it is listed on the permit. If the person has not commenced construction in that period of time, the permit shall expire. The person will then need to purchase another permit and pay the corresponding fees. The permit will also expire if construction is suspended or abandoned for a period of 12 months or more after commencement of the initial construction.





PIN: \_\_\_\_\_

# TOWN OF BURGAW ZONING COMPLIANCE PERMIT APPLICATION

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

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### PROPERTY ADDRESS

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

### NEW USE OR CHANGE OF USE

Proposed Use (please list all proposed and potential uses):  Home Occupation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NEW ACCESSORY AND PRIMARY STRUCTURES

- |   |  |
|---|--|
| <input type="checkbox"/> New Construction of Building             | <input type="checkbox"/> Storage Shed/Accessory Building |
| <input type="checkbox"/> Addition/Alteration of Existing Building | <input type="checkbox"/> Deck/Porch Additions            |
| <input type="checkbox"/> Fence                                    | <input type="checkbox"/> Garage/Carport                  |
| <input type="checkbox"/> Swimming Pool                            |  |
| <input type="checkbox"/> Other (please explain) _____             |  |

#### For New Accessory and Primary Structures:

Structure Size \_\_\_\_\_ Height \_\_\_\_\_

Permanent Foundation  Yes  No

Closest Distance from Property

Line to Structure (in feet) \_\_\_\_\_Front \_\_\_\_\_Side \_\_\_\_\_Back

With this Zoning Compliance Permit Application, please include a site plan or drawing showing the following information.

- All existing buildings and structures
- Number and location of parking spaces, if applicable
- Driveways
- Location and distance from property lines for proposed structures

Other Information may be required.

I attest that all information above and attached plan(s) are accurate and correct to the best of my knowledge.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>OFFICE USE ONLY:</b>	
Application received by: _____	Date: _____
Permit issued by: _____	Date: _____
Permit Refused by: _____	Date: _____



# Town of Burgaw Sign Permit Application

Name of Applicant \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Property Address (of site where sign will be located) \_\_\_\_\_  
Parcel Number (PIN) \_\_\_\_\_  
Property Owner \_\_\_\_\_

Zoning District \_\_\_\_\_ Is the use advertised or identified located on this property? Yes/No  
Number of Existing Signs: \_\_\_\_\_ (Please attach a list and description of all existing signs on the above property.)  
Number of Proposed Signs: \_\_\_\_\_

**Fill out the following information for each proposed sign. You may attach additional pages as needed. If you are unsure of any of this information, consult Article 7 of the Town of Burgaw Unified Development Ordinance for more information or contact the planning department at 910-663-3450.**

<b>Type(please circle)</b>	<u>Freestanding:</u>	<u>Attached:</u>
	Ground	Wall
	Monument	Gate
	Column	Window (permanent)
	Pole	Projecting
		Awning
		Menu Board

<b>Type(please circle):</b>	<u>Freestanding:</u>	<u>Attached:</u>
	Ground	Wall
	Monument	Gate
	Column	Window (permanent)
	Pole	Projecting
		Awning
		Menu Board

**Sign Area** \_\_\_\_\_ **Sign Height** \_\_\_\_\_ **Setback** \_\_\_\_\_

**Sign Area** \_\_\_\_\_ **Sign Height** \_\_\_\_\_ **Setback** \_\_\_\_\_

\*\*\*Please attach a sketch showing the sign, its dimensions, content, and location in relation to property lines, and existing signs. If sign is to be attached, include a drawing of the building façade indicating the proposed location of the sign, height, dimensions, and square footage.

I attest that all of the information above and attached plan(s) are accurate and correct to the best of my knowledge.  
**SIGNATURE OF APPLICANT(S):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OFFICE USE ONLY:**

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Refused by: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN OF BURGAW  
CONDITIONAL USE PERMIT APPLICATION**

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

**APPLICANT INFORMATION**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**PROPERTY INFORMATION**

**Location:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**PIN:** \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_

**Proposed Use** (please list all proposed and potential uses):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conditional Use(s) Requested:** \_\_\_\_\_

**ADMINISTRATIVE ITEMS** (to be completed at Planning Department)

<b>Lot Size</b> _____	<b>Existing Structure</b> Y / N
<b>Setbacks— if existing structure:</b>	<b>Front</b> _____ <b>Side 1</b> _____ <b>Side 2</b> _____ <b>Rear</b> _____
<b>Corner Lot</b> Y / N	<b>City Limits</b> Y / N <b>ETJ</b> Y / N
<b>Water Available</b> Y / N	<b>Sewer Available</b> Y / N <b>Impact Fee</b> Y / N
<b>Flood Status</b> _____	
<b>Additional Requirements</b> _____	

**All required information for application attached:** \_\_\_\_\_

**Number of adjacent property owners to be notified** (please attach list) \_\_\_\_\_

I attest that all of the information above and attached plan(s) are accurate and correct to the best of my knowledge.

**SIGNATURE OF APPLICANT(S):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>OFFICE USE ONLY:</b> Application received by: _____ Date: _____
---



# PETITION FOR VARIANCE

DATE: \_\_\_\_\_ FEE (\$250 + \$5 per adjacent property owner): \_\_\_\_\_

## APPLICANT INFORMATION

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

## SITE INFORMATION

LOCATION: \_\_\_\_\_

OWNER: \_\_\_\_\_

GEO PIN NUMBER: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

LOT SIZE: \_\_\_\_\_ SQ. FT. \_\_\_\_\_ ACRES CURRENT ZONING: \_\_\_\_\_

REQUIRED SETBACKS: FRONT: \_\_\_\_\_ SIDE: \_\_\_\_\_ REAR: \_\_\_\_\_

MAX. HEIGHT: \_\_\_\_\_ FT. IN CITY LIMITS:  YES  NO INSIDE ETJ:  YES  NO

WATER AVAILABLE:  YES  NO SEWER AVAILABLE:  YES  NO

CORNER LOT:  YES  NO

## FLOOD PREVENTION ORDINANCE

FLOODWAY  
(No Rise Certificate Required—FEMA  
Form 81-65) \_\_\_\_\_

100 YEAR FLOOD ZONE  
(Elevation Certificate Required—  
FEMA Form 31-31) \_\_\_\_\_

500 YEAR FLOOD ZONE \_\_\_\_\_

NONE \_\_\_\_\_

N/A (permit for change of use only; no  
new structures or changes to existing structures) \_\_\_\_\_

**SPECIAL FLOOD HAZARD AREAS:** Applicant shall be required to meet all regulations regarding floodplain development as required by local, state, and federal guidelines. All pertinent regulations must be complied with prior to any site work or construction beginning.

**REQUESTED VARIANCE(S)**

Please write in or attach the ordinance as stated in the Unified Development Ordinance from which you are seeking a variance. This description must include *all* of the information requested below in order to be considered by the Board of Adjustment.

	<b>Page</b>	<b>Article</b>	<b>Section</b>
Requested Variance #1	_____	_____	_____
Requested Variance #2	_____	_____	_____

**ADJACENT PROPERTY OWNERS**

**I furthermore certify that the following persons are owners of properties adjoining this property. A copy of an applicable map is attached.**

	<b>NAME</b>	<b>ADDRESS</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

**Include a self-addressed envelope for all adjacent property owners.**

**CERTIFICATION**

If permit is granted, I/We agree to conform to all ordinances and laws of the State of North Carolina regulating such work and the specifications or plans submitted. I/We hereby swear the forgoing statements are accurate and correct to the best of my knowledge.

**SIGNATURE OF APPLICANT(S):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

---

**FOR OFFICE USE ONLY**

**Plan approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Site inspection approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Refused by:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# PETITION FOR REZONING APPLICATION

DATE: \_\_\_\_\_ FEE (\$250 + \$5 per adjacent property owner): \_\_\_\_\_

**AS THE PROPERTY OWNER I/WE:** \_\_\_\_\_ **request(s)**  
**that the Town of Burgaw Planning Board recommend to the Town of Burgaw Board of Commissioners to change the Official Zoning Map of the Town of Burgaw as follows:**

**PROPERTY OWNER**

**Name:** \_\_\_\_\_

**Deed recorded in Book # \_\_\_\_\_, Page # \_\_\_\_\_, Pender County Registry.**

**LOCATION OF PROPERTY**

**GEO PIN Number:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **between** \_\_\_\_\_ **and**  
\_\_\_\_\_ **streets on the** \_\_\_\_\_ **side of the street.**

**PROPERTY SIZE**

**Acreage:** \_\_\_\_\_ **Street frontage (feet):** \_\_\_\_\_ **Depth (feet):** \_\_\_\_\_

**Present Zoning District:** \_\_\_\_\_ **Requested Zoning District:** \_\_\_\_\_

**I certify that the following are owner(s) of the property subject to the rezoning request as listed in the Pender County Registry.**

NAME	ADDRESS
1. _____	_____
2. _____	_____
3. _____	_____

**I furthermore certify that the following persons are owners of properties adjoining this property. A copy of an applicable map must be attached which labels each of the adjacent property owners with the corresponding numbers listed below and/or GEO Pin Numbers.**

NAME	ADDRESS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

**Attach extra sheets if necessary.**

**Owner Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Applicant Signature** (if different from owner): \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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



**PETITION FOR TEXT  
CHANGE AMENDMENT**

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

FEE: \_\_\_\_\_

**APPLICANT INFORMATION**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**TEXT CHANGE AMENDMENT REQUEST**

SECTION OF UDO APPLICANT IS REQUESTING BEING AMENDED: \_\_\_\_\_

SPECIFIC TEXT APPLICANT IS REQUESTING BEING AMENDED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED TEXT AMENDMENT(S) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AS THE PETITIONER, I/WE: \_\_\_\_\_ request the  
Town of Burgaw Planning Board recommend to the Town of Burgaw Board of Commissioners to  
amend the Unified Development Ordinance (UDO) of the Town of Burgaw as outlined above.**

**PLEASE RETURN COMPLETED PETITION FOR TEXT CHANGE AMENDMENT TO:**

**TOWN OF BURGAW  
PLANNING DEPARTMENT  
109 NORTH WALKER STREET  
BURGAW, NC 28425**





# TREE REMOVAL PERMIT

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

FEE: \_\_\_\_\_

## APPLICANT INFORMATION

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

## SITE INFORMATION

ADDRESS OF TREE(S) REMOVED: \_\_\_\_\_

OWNER: \_\_\_\_\_

GEO PIN NUMBER: \_\_\_\_\_

## TREES REMOVED

Number	Size (inches in diameter)	Type/Species	Reason for Removal

**NOTE:** ALL TREE REMOVAL SHALL BE CONDUCTED IN COMPLIANCE WITH ARTICLE 9 OF THE TOWN OF BURGAW UNITED DEVELOPMENT ORDINANCE.

**Applicant Signature:** \_\_\_\_\_

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

## FOR OFFICE USE ONLY

**Permitted by:** \_\_\_\_\_

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

**Denied by:** \_\_\_\_\_

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

Reason for Denial, if applicable: \_\_\_\_\_

**TOWN OF BURGAW  
APPLICATION FOR BUSINESS LICENSE**

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

Name of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Fee: \_\_\_\_\_

Zoning Fee: \_\_\_\_\_ Sign Permit: \_\_\_\_\_

Impact Fee: \_\_\_\_\_ Tap Fees: \_\_\_\_\_

State License No. \_\_\_\_\_

Business Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone# \_\_\_\_\_ Fax Number: \_\_\_\_\_

LICENSE MUST BE KEPT POSTED. Penalty of \$25.00 will be imposed for failure to keep License posted, and it is unlawful to engage in any business for which a license is required before procuring such license. The Tax Collector is forbidden by law to issue any license after July 1<sup>st</sup> without adding penalty of 5% for every 30 days such tax license tax remains due and unpaid, except as a new license.

Each person who conducts business in the Town of Burgaw shall permit the tax collector to inspect the business premises during normal business hours to determine the nature of the business conducted there.

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

Owner/Operator

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator

**TOWN OF BURGAW  
PUBLIC WORKS DEPARTMENT**

**Application for Utilities – Residential**

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

Address \_\_\_\_\_ Town \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Location of requested service \_\_\_\_\_

**Payment of utilities is due on the 10<sup>th</sup> day of each month. The Town allows a five (5) day grace period. Utility services are disconnected for non-payment. Your outstanding balance plus an administrative fee of \$75.00 is required to restore utility services to your business.**

**The Town may require an increase in your security deposit based upon your payment record.**

\*\*\*\*\*

Office use Only

Account # \_\_\_\_\_ Deposit amount \_\_\_\_\_

Meter ID # \_\_\_\_\_ Meter Reading \_\_\_\_\_

Connection Date \_\_\_\_\_ Size of Meter \_\_\_\_\_

109 North Walker Street, Burgaw, North Carolina 28425  
Telephone (910) 259-2151, Extension 3009

**TOWN OF BURGAW  
PUBLIC WORKS DEPARTMENT**

**Application for Utilities – Commercial**

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Location of requested service \_\_\_\_\_

**Payment of utilities is due on the 10<sup>th</sup> day of each month. The Town allows a five (5) day grace period. Utility services are disconnected for non-payment. Your outstanding balance plus an administrative fee of \$75.00 is required to restore utility services to your business. The Town may require an increase in your security deposit based upon your payment record.**

Backflow protection is required on all commercial establishments. The type of backflow prevention assembly will be determined by the ORC of the Backflow/Cross Connection program. Installation of backflow assemblies on existing water services shall be completed prior to the water service being connected.

You can contact the office of Backflow/Cross Connection by calling (910) 259-2151 extension 3009.

**All Commercial sewer services customers will be required to complete an Industrial Survey Short Form.**

\*\*\*\*\*

Office use Only

Account # \_\_\_\_\_ Deposit amount \_\_\_\_\_

**Meter ID #** \_\_\_\_\_ **Meter Reading** \_\_\_\_\_

**Connection Date** \_\_\_\_\_ **Size of Meter** \_\_\_\_\_

109 North Walker Street, Burgaw, North Carolina 28425  
Telephone (910) 259-2151, Extension 3009

# Industrial Waste Survey Short Form

This form has been sent to your business to determine types and sources of wastewater that are entering the Town of Burgaw Wastewater Treatment Plant.

(POTW Name)

This form must be completed in accordance with section 4.2 of our Sewer Use Ordinance. Our Sewer Use Ordinance can be examined during normal business hours at the address listed below. If you have any question or concerns while completing the form please contact Roy E. Cottle Jr. 910-259-5003

(Pretreatment Contact and Phone Number)

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

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

Number of Employees \_\_\_\_\_

What Standard Industrial Classification (SIC) Code(s) do you report under:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Briefly describe your business include products manufactured or services performed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all water uses and **approximate** volume used in gallons per day for each use, including facility washdown water.

Water Use      Volume Used (gallons per day)

Process:

Facility Washdown

Domestic (bathrooms, cafeteria)

Total:

Our Sewer Use Ordinance requires that an Authorized Representative of the User sign all reports to the Sewer Authority. Authorized Representative is defined as a Person responsible for Principle Business decisions or other policy decisions for the facility.

To the Best of my knowledge the information on this form is true and accurate,

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

Title \_\_\_\_\_

**Return this form within 30 days to:**

**Town of Burgaw**

(Wastewater Treatment Plant)

**109 N. Walker St.**

(Street)

**Burgaw, N.C. 28425**

(City/State/Zip)

Failure to return this form is enforceable in accordance with the Sewer Use Ordinance.

**TOWN OF BURGAW  
PUBLIC WORKS DEPARTMENT**

**DRIVEWAY PERMIT**

This permit is issued to construct a driveway at:

\_\_\_\_\_, Burgaw, NC

This driveway must conform to all requirements of the Town of Burgaw Unified Development Ordinance, Section 6-4: as well as all requirements of the North Carolina Department of Transportation.

The Town of Burgaw requires the inspection of all driveway sites prior to the issuing of any driveway permit.

**No driveway shall conflict with any municipal facility such as traffic signals, signs, catch basins, cross walks, meter boxes, sewer cleanouts, drainage pipes or any other facility without the written approval of the Public Works Director.**

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

Address \_\_\_\_\_ Town \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_ Telephone \_\_\_\_\_

Location of requested service \_\_\_\_\_

\*\*\*\*\*

Inspection completed on \_\_\_\_\_

Inspection By \_\_\_\_\_

Permit Issued By \_\_\_\_\_ Date \_\_\_\_\_

THIS PERMIT MUST BE KEPT ON SITE AND AVAILABLE FOR INSPECTION

109 North Walker Street, Burgaw, North Carolina 28425  
Telephone (910) 259-22151, Extension 3009