



Town of Burgaw

Permitting Information Guide

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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.

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. 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.
8. 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.
9. 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, 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. 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.

8. 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.

9. 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.

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/MOBILE)
BLDG FIREPLACE INSPECTION
BLDG INSULATION
BLDG DECK FRAMING
BLDG BRICK LINTEL
BLDG CEILING GRID
BLDG BOND BEAM
BLDG CEILING
BLDG FIRE SEPARATION ASSEMBLY
BLDG FRAMING-STUCTURAL STEEL
BLDG FRAMING METAL STUD WALL
BLDG FIREPROOFING
BLDG FLASHING
BLDG COC (GS106A423)
BLDG COND COC (GS160A423)

ELCTRICAL

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

MECHANICAL

MECH GROUND WORK SLAB-UNDERGROUND
MECH ROUGH-IN
MECH WALL ROUGH-IN
MECH GAS APPLIANCE COC (GS160A423)
MECH GREASE HOOD
MECH FINAL

PLUMBING

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

Permit Number: _____



Town of Burgaw - Inspections Department
Permit Application
109 N. Walker St. • Burgaw • NC • 28425 • 910-259-6644

- Single Family Two Family Commercial Mobile Home Modular

Property Owner: _____

Property Address: _____ Owners Phone: _____
No. Street

PIN #: _____ Flood Development Permit Required? Yes No

APPLICANT

General Contractor Plumbing Mechanical Electrical Unlicensed GC Owner

Name: _____
Company: _____
Address: _____ City _____ ST _____ Zip _____
Office Phone: _____
Contractor Contact Phone: _____ Email: _____
NC License Number: _____

BUILDING PERMIT

Type of Work: New Addition Renovation Repair Accessory Demo Other

Proposed Use: _____
Description of Work: _____

Commercial: Building Area (sq.ft.): _____ Project Area (sq.ft.): _____ Project Cost: \$ _____	Residential: No. Bedrooms: _____ 1 st Floor (sq.ft.): _____ 2 nd Floor (sq.ft.): _____ Porch/Deck (sq.ft.): _____ Attached Garage (sq.ft.): _____ Total Attached (sq.ft.): _____ Project Cost: \$ _____	Manufactured Home: <input type="checkbox"/> Singlewide <input type="checkbox"/> Doublewide Year: _____ Wind Zone: _____ Other: Pool: _____ Accessory(ft.xft.) _____ Other: _____
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PLUMBING New Addition Alteration Replacement Other _____

Description of Work: _____
Number of Fixtures: _____

TRADE PERMIT

MECHANICAL New Change-out Duct work Location of Unit(s): _____
Number of Units: _____ Tonage: _____ BTU's: _____ (Nat / LP)
Description of Work: _____

GAS PIPING Natural Gas LP Gas (Drawing may be required)
Appliances and BTU's of each: _____
Pressure: 2# 7" Water Column Other: _____
Length of Pipe: _____ Type of Pipe: _____ Table Used: _____
Description of Work: _____

ELECTRICAL New Service Upgrade Electrical Verification Temp. Pole Wiring
Amp: _____ Number of Outlets: _____
Description of Work: _____

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, ordinances, and regulations. The Town of Burgaw Building Inspections Departments will be notified of any changes in the approved plans and specifications for the project permitted herein.

Applicant Signature: _____ Date: _____



Town of Burgaw - Inspections Department

Affidavit of Workers' Compensation Coverage

N.C.G.S. 87-14

109 N. Walker St. • Burgaw • NC • 28425 • 910-259-6644

The undersigned applicant for Building Permit # _____ being the

_____ Contractor _____ Owner _____ Officer/Agent of the Contractor Owner

Do hereby assert under penalties of perjury that the person(s), firms(s) or corporation(s) performing the work set forth in the permit:

_____ has/have three (3) or more employees and have obtained worker's 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: _____

§ 87-14. Regulations as to issue of building permits.

Any person, firm or corporation, upon making application to the building inspector or such other authority of any incorporated city, town or county in North Carolina charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, grading or any improvement or structure where the cost thereof is to be thirty thousand dollars (\$30,000) or more, shall, before he be entitled to the issuance of such permit, furnish satisfactory proof to such inspector or authority that he or another person contracting to superintend or manage the construction is duly licensed under the terms of this Article to carry out or superintend the same, and that he has paid the license tax required by the Revenue Act of the State of North Carolina then in force so as to be qualified to bid upon or contract for the work for which the permit has been applied, and that he has in effect Workers' Compensation insurance as required by Chapter 97 of the General Statutes; and it shall be unlawful for such building inspector or other authority to issue or allow the issuance of such building permit unless and until the applicant has furnished evidence that he is either exempt from the provisions of this Article or is duly licensed under this Article to carry out or superintend the work for which permit has been applied; and further, that the applicant has paid the license tax required by the State Revenue Act then in force so as to be qualified to bid upon or contract for the work covered by the permit; and further, that the applicant has in effect Workers' Compensation insurance as required by Chapter 97 of the General Statutes. Any building inspector or other such authority who is subject to and violates the terms of this section shall be guilty of a Class 3 misdemeanor and subject only to a fine of not more than fifty dollars (\$50.00). (1925, c. 318, s. 13; 1931, c. 62, s. 4; 1937, c. 429, s. 7; 1949,



**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.

BUILDING INSPECTIONS FEE SCHEDULE 2018-2019

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 fees shall be calculated on the basis of a realistic estimate of the construction cost of a building using the latest IBC Valuation Data compiled by the International Building Code for commercial and residential construction.

BUILDING PERMIT

\$500 - \$1000	\$ 75.00
\$1,001 - \$3,000	\$ 85.00
\$3,001 - \$6000	\$ 100.00
\$6,001 - \$10,000	\$ 130.00
\$10,001 - \$15,000	\$ 150.00
\$15,001 - \$25,000	\$ 180.00
\$25,001 - \$50,000	\$ 200.00
\$50,001 and over	\$ 200.00 plus \$5.00 per thousand dollars in cost

MANUFACTURED HOUSING PERMITS

SET-UP AND FOUNDATIONS

Single wide home	\$ 150.00
Double wide home	\$ 200.00
Triple wide home	\$ 250.00
Modular Home	\$ 60.00 per sq. ft use for valuation
Electrical	\$ 100.00
Plumbing	\$ 100.00
Mechanical	\$ 100.00

**Marriage wall inspection required*

MECHANICAL PERMIT

New Electric, gas or oil – 1st unit	\$ 100.00
Additional units	\$ 60.00
Change-out, no duct work	\$ 80.00
Change-out, with duct work	\$ 100.00
Gas line pressure test	\$ 55.00 First + 5 each additional
Hood canopies – cooking areas	\$ 100.00
Walk-in coolers	\$ 80.00

PLUMBING PERMIT

RESIDENTIAL AND COMMERCIAL

0-12 fixtures	\$ 100.00
>12	\$ 125.00
Full Bathroom addition	\$ 50.00
Kitchen sink/washer hook-up	\$ 50.00
Water service connection	\$ 30.00
Sewer service connection	\$ 30.00

ELECTRICAL PERMIT**RESIDENTIAL (new construction)**

200 amp service	\$ 100.00
201-400 amp service	\$ 125.00
401 amp and over	\$130.00 plus \$.30 per amp
Temporary pole	\$ 30.00
Verification	\$ 50.00

COMMERCIAL (new construction)

200 amp service	\$ 125.00
201-400 amp service	\$ 150.00
401 amp and over	\$ 150.00 plus \$.40 per amp
Temporary pole	\$ 30.00
Verification	\$ 50.00

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	\$100.00

WIRING (no service change)

1-12 outlets	\$ 40.00
more than 12 outlets	\$ 60.00

SWIMMING POOL PERMIT**RESIDENTIAL AND COMMERCIAL**

Pool inspection barriers	\$ 50.00
Electrical (grounding, pump, GFI)	\$ 60.00

INSULATION PERMIT

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

MISCELLANEOUS

Demolition	\$ 70.00
Re-inspection fee	\$ 30.00 for second failed inspection

FAILURE TO OBTAIN FINAL INSPECTION**(A final inspection must be requested upon completion of work)**

\$100.00

Minimum building permit	\$ 40.00
Minimum electrical permit	\$ 40.00
Minimum plumbing permit	\$ 40.00

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.

Credit card fee for paying for permits/zoning/inspections/facility rentals with card:

3% of fee charged