

YANCEY COUNTY BUILDING CHECKLIST: New Construction

Property Owner: _____ Previous Owner: _____

Phone: _____ Cell: _____ Email: _____

PIN# _____ Address: _____

Building Department:	Initial:	Date:	Notes:
Flood Plain Applications Completed			
Watershed Applications Completed			

Environmental Health:	Initial:	Date:	Notes:
AUTHORIZATION TO CONSTRUCT SEPTIC			
Well Application Completed			
City Water/ Sewer Certificate			

911 Office:	Initial	Date	Notes:
PIN # Assigned			PIN:
Fixed Address:			

Building Department:	Initial	Date	Notes:
Lien Agent			
Owner/Builder Affidavit			
Worker Compensation			
Commercial Drawings (Stamped w/square footage)			
Residential Drawings with Measurements			

Property Owner: _____ Date: _____

Building Department: _____ Date: _____

Permit Number: _____

RESIDENTIAL BUILDING PERMIT YANCEY COUNTY BUILDING INSPECTIONS DEPARTMENT

OWNER _____ DATE _____

MAILING ADDRESS _____ TELEPHONE _____

BUILDING LOCATION/DIRECTIONS _____

PIN NUMBER _____ ACREAGE _____

TOWN JURISDICTION: Y N TOWN APPROVALS: Y N TOWNSHIP: _____

OCCUPANCY: SINGLE FAMILY MULTI-FAMILY COMMERCIAL

TYPE OF WORK: NEW ADDITION RENOVATION CHANGE OF USE DEMOLITION REPAIR UPFIT

USE OF PROPERTY: OWNER OCCUPIED RENTAL SALE LIEN AGENT NUMBER: _____

PROJECT DESCRIPTION _____

TOTAL ESTIMATED COST OF PROJECT _____ NO. OF STORIES _____

CONSTRUCTION TYPE _____

LENGTH _____ WIDTH _____ # BEDROOMS _____ BATHROOMS _____

BASEMENT _____ CRAWL SPACE _____ SLAB _____ BASEMENT FINISHED YES NO

DWELLING SQ. FT. _____ GARAGE SQ. FT. _____ TOTAL SQ. FT. _____

PERMIT COST: Bldg: _____ Total: _____

GENERAL CONTRACTOR _____ LICENSE NO. _____

Contact Number _____ Address _____

SUBCONTRACTORS:

ELECTRICAL CONTRACTOR _____ LICENSE NO. _____

Contact Number _____ Address _____

PLUMBING CONTRACTOR _____ LICENSE NO. _____

Contact Number _____ Address _____

MECHANICAL CONTRACTOR _____ LICENSE NO. _____

Contact Number _____ Address _____

GAS CONTRACTOR _____ LICENSE NO. _____

Contact Number _____ Address _____

The undersigned hereby certifies that he/she is the contractor and authorized agent of the owner and the above information is correct to the best of his/her knowledge and hereby makes application for a permit and inspection of work described above. All work will be done in accordance with all applicable State and local laws and regulations.

Signature _____ Date _____ Printed name _____

APPROVED BY: _____ DATE _____ PERMIT NUMBER: _____

The following must be turned in with plans at the time of building permit application.

BUILDING

FOOTING: DEPTH _____ WIDTH _____
REINFORCEMENT _____

FOUNDATION WALL: TYPE _____
SIZE _____
AMOUNT OF BACKFILL _____

FRAMING:

FLOOR JOIST: TRUSS _____ 2X _____
TGI _____ SPACING _____ OC

WALLS: 2X _____ SPACING _____ OC

ROOF/CEILING: TRUSS _____ 2X _____
TGI _____ SPACING _____ OC

LOG HOME: LOG SIZE _____

DECK: FOOTER SIZE _____
POST SIZE _____
JOIST SIZE _____

IN ALL APPLICATIONS IF A DESIGN IS PROVIDED IT MUST BE SEALED BY A NORTH CAROLINA REGISTERED DESIGN PROFESSIONAL.

ELECTRICAL

AMPERE SERVICE: _____

TYPE: UNDERGROUND _____ OVERHEAD _____

PREMISE OR ACCOUNTY NUMBER: _____

French Broad Electric _____

Progress Energy _____

Haywood Electric _____

PLUMBING

NUMBER OF FIXTURES: _____

SEPTIC APPROVED FOR _____ NUMBER OF BEDROOMS

Septic (new) _____

Septic (existing) _____

Town Sewer _____

HEATING

TYPE OF HEAT: Electric _____

Gas: LP _____ Natural _____

Oil _____ Wood _____

FIREPLACE: Yes _____ No _____

MASONRY _____ INSERT _____ GAS _____

RESCHECK: YES _____ NO _____ (REQUIRED FOR ALL LOG HOMES)

INSULATION TYPE: _____

R-VALUES: FLOOR _____

CEILING _____

WALLS _____

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 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 no employees and has waived in writing their right to coverage by their contractor or have their own policy of workers' compensation covering themselves,

_____ has/have not more than two employees and no subcontractors,

while working on the project for which this permit is sought. It is understood that the Inspections Department issuing the permit may require certificates of coverage and/or waivers of workers' compensation insurance coverage 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: _____

YANCEY COUNTY BUILDING INSPECTIONS DEPARTMENT
LIEN AGENT INFORMATION

You can get a LIEN AGENT by going to www.liensnc.com
SEE COMPLETE DETAILS ON LIEN AGENT APPOINTMENT ON THE BACK OF THIS FORM

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: _____ Lien Agent #: _____

Mailing Address of Agent: _____

Physical address of Agent: _____

Telephone: _____ Fax: _____

Email: _____

CONTRACTOR AND CONSTRUCTION SITE INFORMATION

Name of Contractor and/or Owner: _____

Telephone: _____ Fax: _____

Construction Site Address and/or parcel #: _____

I certify that to the best of my knowledge, the above statements provided are true and correct.

Signature of Contractor/Owner: _____ Date: _____

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. For further information regarding the Lien Agent process you may visit liensnc.com or contact Nancy Ferguson at 800-445-9983 or email her at Nancy.Ferguson@ctt.com

Excerpt from North Carolina G.S. 153A-357:

(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 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.

INSTRUCTIONS TO PERMITTING OFFICES

(PER N.C. GEN. STAT. §§44A-11.1, 44A-11.2, 160A-417, 153A-357, and 87-14)

Effective April 1, 2013, North Carolina law will require that an owner (or, as typical with permit applications, the contractor on their behalf) appoint a lien agent when they first contract for improvements to real property. A lien agent is a title insurer or agent also registered as a lien agent with the NC Department of Insurance.

However, the appointment is *not* required for improvements:

- (1) for which the costs of the undertaking are less than \$30,000, either at the time that the original building permit is issued or, in cases in which no building permit is required, at the time the contract for the improvements is entered into with the owner,
- (2) to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that is used by the owner as a residence; or
- (3) for which first furnishing of labor or materials at the site is prior to April 1, 2013.

The identification and contact information for the lien agent must be in 3 places:

- (1) "conspicuously set forth in the permit or in an attachment thereto"
- (2) Maintained in the inspection department "in the same manner and in the same location in which it maintains its record of building permits issued" and
- (3) "conspicuously and continuously posted on the property for which the permit is issued until the completion of all construction"

A website created specifically and solely for purposes of facilitating the filings of appointments of lien agents, the filing of notices to lien agents by potential lien claimants, and searching for these filings will be available April 1, 2013, at www.liensnc.com. So when the owner (or contractor on their behalf) appoints a lien agent through the LiensNC system, it will generate an Appointment of Lien Agent document or form for the property and project, which will include the following information:

- Designated Lien Agent and contact information (c/o LiensNC)
- Unique Entry or Identifying number for the Project
- Owner and contact information
- Contractor (if one)
- Instructions for the owner and/or contractor to post at the property and provide to the permitting office
- "QR Code" for easy access to the property information in the LiensNC system

The lien agent information form or document printed from the LiensNC website can be attached to the building permit application and building permit, for it will include the required information the permit office will need.

For further information regarding the LiensNC website, feel free to contact LiensNC, LLC, c/o Nancy Ferguson, President, at Chicago Title Company, LLC, 800-445-9983 or Nancy.Ferguson@ctt.com.

STATE OF NORTH CAROLINA

OWNER EXEMPTION AFFIDAVIT

PURSUANT TO G.S. 87-14(A)(1)

COUNTY OF YANCEY Inspections Department

Permit #: _____

Address and Parcel identification of Real Property where the building is to be constructed or altered:

_____, hereby claim an exemption from licensure under G.S. 87-1(b)(2)

(Print Full Name)

by initialing the relevant provision in paragraph 1 and initialing paragraphs 2-5 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;

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 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 will personally occupy the building for at least 12 consecutive months following completion of construction and understand that if I do not do so, it creates the presumption under law that I fraudulently secured the permit under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina;
5. _____ 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 determined 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

My Commission Expires: _____

Printed Name of Notary Public

(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)