

**All Required Documents Must be Submitted together
or Applications Missing Required Documents Will Be Returned.**

Application Submission Instructions: New Residence

- Residential Building Permit Application
- License Check & Regulation Sheet for each applicable contractor including General Contractor
- Affidavit of Workers' Compensation Form
- Copy of NC Lien appointment
- Erosion Control Certification Form
- Site Plan showing proposed distance from structure to property lines, roads, water bodies.
- Two (2) paper copies of Building Plans. Minimum size of 11x17 for small projects/decks/garages. Minimum 18 x 24 for all new residences.
- Two (2) copies of Plan Specifications Form
- Approved wastewater system (Authorization to Construction, Sewer Connection, Notice of Intent)
- Applicable Fees

Additional Requirements for the following:

Duplex/Townhomes: Plans must include dwelling unit rated separation.

Modular: Plans will be from factory with 3rd party seal. Must be for the correct wind and thermal zone.

Log/Heavy Timber: Plans must be stamped by a NC Licensed Design Professional
Insulation Tradeoff Sheet or Rescheck (Log Homes)

Additional permits such as Zoning, Watershed, Grading or Floodplain may be required

FEES:

See Fee Schedule

How To Submit:

In- Person

Or

Mailed with check to:

Watauga County Planning & Inspections
126 Poplar Grove Connector
Suite 201
Boone, NC 28607

Or

Emailed to p&i@watgov.org. You will be contacted with link to pay with credit card. Plans must be delivered to office.



Residential Building Permit Application

Property Information

Date: _____ Tax Parcel No.: _____

Property Owner: _____

Mailing Address: _____ Telephone #: _____

Address of Job Site: _____

Job Site Directions: _____

Site Details

Subdivision Name(if applicable): _____ Lot# _____ Acreage _____

Is Home Located Near a River or Stream: ☐ Yes ☐ No If yes, Distance from Stream _____

Name of River or Stream _____ Will Driveway Cross Stream: ☐ Yes ☐ No

Proposed Grading (area disturbed) including driveway & septic: _____ Length of Drive _____

Utilities

Power Company: ☐ Blue Ridge ☐ New River ☐ Mountain Electric

Sewer System: ☐ Septic Permit # _____ ☐ Community ☐ Public ☐ Existing (Setbacks Verified)

Water System: ☐ Well Permit # _____ ☐ Community ☐ Public ☐ Existing

Contractor Information

General Contractor: _____

Electrical Contractor: _____

Plumbing Contractor: _____

HVAC Contractor: _____

Fuel Piping Contractor: _____

Grading Contractor: _____

Primary Contact: _____

Telephone #: _____ Email: _____

Project Details

Permit Type: ☐ Single Family ☐ Duplex ☐ Townhome ☐ Accessory Structure ☐ Other _____

Type of Work: ☐ New ☐ Addition ☐ Remodel ☐ Repair ☐ Demolition ☐ Change of Use

Type of Construction: ☐ Frame ☐ Modular ☐ Log ☐ Timber Frame ☐ Other: _____

of Stories _____ **Height of Structure from Top of Foundation** _____

Type of Heat: ☐ Gas Forced Air ☐ Heat Pump ☐ Boiler ☐ Electric ☐ Other _____

of Bedrooms _____ **# of Full Baths** _____ **# of Half Baths** _____ **Total Estimate Cost \$** _____

Project Area

Finished Area (sq.ft.) 1st Floor _____ Basement (sq.ft.) Finished _____

2nd Floor _____ Unfinished: _____ Total Finished _____

Bonus Room _____ Garage (sq.ft.) _____ Total Unfinished: _____

Decks/Patios/Porches (sq.ft.) _____ ☐ Attached ☐ Detached ☐ Basement

The undersigned agrees to conform to all applicable laws of the County of Watauga and the State of North Carolina, and further states that all statements hereon are true. If subdivision lot, I certify that all structures, measured from the eaves, comply with setback requirements found in Watauga County's Planning & Development Ordinances.

Name (Print) Signature Date



**Watauga County
Planning & Inspections**

(828)265-8043 • p&i@watgov.org
www.wataugacounty.org

**Contractor License Check
and Regulation Form**

Property Information

Permit # _____

Property Owner: _____

Address of Job Site: _____

Subdivision/Lot #: _____

General Contractor: _____

Contractor Type

- ☐ General Contractor ☐ Electrical ☐ Plumbing ☐ Mechanical (HVAC) ☐ Fuel Piping
☐ Manufactured Home Dealer ☐ Manufactured Set-Up Contractor
☐ Other: _____

Contractor Information

Licensed Contractor Name: _____

NC State License Number: _____

Business Name: _____

Business Address: _____

Business Telephone #: _____

Business Email: _____

Primary Contact: _____

Cell Phone #: _____ Email: _____

I the undersigned, have read and understand the North Carolina General Statutes pertaining to licensed contractors. I hereby affirm or swear that I am a licensed and qualified to assume all responsibility and liability of a licensed contractor for this project. If I resign or am no longer affiliated with this project, I will notify the Department of Planning and Inspections in Watauga County immediately within three (3) business days.

Licensed Contractor Name (Print)

Licensed Contractor Signature

Date

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) employee 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: _____

**Watauga County Planning & Inspections
126 Poplar Grove Connector Suite 201
Boone, NC 28607
(828)265-8043 • (828)265-8080 (fax)**

Erosion Control Certification

The undersigned applicant for a Watauga County building permit acknowledges the following:

1. I am responsible for preventing off-site sedimentation during the course of my construction project;
2. Should off-site sedimentation occur as a result of my construction, I will cease construction until corrective actions are taken, to include prevention of further sedimentation and clean-up of any off-site damage;
3. I understand that failure to comply may result in withholding by the County of building inspections or issuance of a stop work order until compliance is achieved.

The preceding is pursuant to the Watauga County Erosion Control Ordinance and the NC Sedimentation Pollution Control Act of 1973.

Name: _____ Signature: _____

Date: _____ Tax parcel #: _____

Lien Agent Law

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 \$40,000, 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.

The identification and contact information for the lien agent must be 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 (located on reverse side) 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.

RESIDENTIAL PLAN SPECIFICATIONS

Owner's Name: _____

Project Location: _____

GENERAL CONDITIONS

- These specifications are intended to supplement the working drawings, which together shall be used for performing the work.
- All building codes, and other applicable local, state, and federal laws, rules and regulations having jurisdiction over this project, shall be part of the specifications and shall be complied with by the owner and the contractor whether herein specified or not.
- All the materials used on this project shall be listed and identified by an approved agency and shall be installed in accordance with any instructions that are part of that listing.

BASIC BUILDING DATA	AREA PER FLOOR (Square Footage)	WINDZONE
Use of Building _____ Construction Type _____ Height of Building _____ Number of Stories _____	3 rd Floor _____ 2 nd Floor _____ 1 st Floor _____ Basement _____	Elevation _____ Less than 2700 115 2700 – 3000 120 3000 – 3500 130 3500 – 4500 140 4500 or greater 150 *Must follow Chapter 45 High Wind Zones

FOOTINGS	DECKS
FROST LINE 24" Width _____ Depth _____ Reinforcing/Rebar _____ # _____ Size of Interior Pier Footings _____ (LxWxD) Footings must bear on undisturbed/virgin soil.	Decay Resistant Wood Frost Line 24" Footer Size _____ x _____ x _____ Girder Size _____ 2x _____ Post Size _____ Post Spacing _____ O.C. Floor Joist 2x _____ @ _____ O.C. 5/8" Anchor Bolts _____ O.C. Flashing Type _____ Picket Spacing 4" max Rail Height 36" min No Aluminum Flashing Lateral Bracing required on deck post higher than 4' 4x4 guard post cannot be notched. *All Double Decks must be designed by a NC Registered Design Professional. Hot Tub _____ (Yor N) *Decks with hot tubs must be designed by a NC Registered Design Professional
RETAINING WALLS	
Height _____ Construction Type _____ *All retaining walls that retain in excess of 48 inches of unbalanced fill or support buildings or accessory structures must be designed by NC Registered Design Professional.	

FOUNDATIONS		
BASEMENT	CRAWLSPACE	MONOLITHIC SLAB
Design (Precast walls, engineered, code, etc.) _____ Height _____ HT of Backfill _____ CMU Block Size _____ Vertical Bars _____ # _____ @ _____ O.C. Horizontal Bars _____ # _____ @ _____ O.C. * All walls taller than 10' must be designed by a NC Registered Design Professional.	Height _____ HT of Backfill _____ CMU Block Size _____ Vented _____ (Comply w/ R408) Closed _____ (Comply w/R409) ALL FOUNDATIONS Treated 2x _____ Sill Plate Anchor Bolts Size _____ Spacing _____ Waterproof System _____ Drain System _____ Final grade will be sloped away from the foundation at least ½" per foot for the first 10 feet. Water runoff from the roof will be controlled.	FROST LINE 24" Footer Depth _____ Footer Width _____ Reinforcing/Rebar _____ # _____ All Slabs: 4" Minimum Concrete 4" clean stone w/ 6 mil poly R-10 perimeter insulation Garage Slabs must slope floor to door or drain

FLOORS	EXTERIOR WALLS	ROOF
Floor Joist 2x _____ @ _____ O.C. Engineer Trust _____ O.C. I-Joist _____ O.C. Girder Size _____ 2x _____ Steel Beam _____ *LVL sized by engineers Pier or column spacing _____ O.C. Sub Floor Thickness _____ Insulation R _____ *Minimum Zone 5: R-30	2x _____ @ _____ O.C. 2x _____ @ _____ O.C. Wall Height _____ Interior Finish _____ Exterior Finish _____ Sheathing Size _____ *Maintain Fire and Draftstopping * All walls must comply with Table R602.3(5) unless designed by a NC Registered Design Professional. Insulation R _____ *Minimum Zone 5: R-19	2x _____ @ _____ O.C. Engineered trusses _____ O.C. I-Joist _____ O.C. Roof to wall attachment method _____ Sheathing _____ Roof Covering _____ Roof Ventilation _____ Ridge _____ Soffit _____ Attic Access _____ *Baffles must be in place before rough-in inspection. Insulation R _____ *Minimum Zone 5: R-38
Log/Timber Frame Construction require a REScheck to demonstrate compliance with code. Energy Efficiency Certificate required on-site at final inspection		

WINDOWS	FIREPLACES	ELECTRICAL SERVICE
DP Rating: _____ Basements, habitable attics & every sleeping room will comply with egress per R310.2 Maximum sill height for egress window is 44"	Masonry _____ Manufactured _____	Location of Service _____ Size of Service: _____ Grounding Electrodes _____

As the owner or builder, it is my responsibility to ensure all items are implemented to the North Carolina Building Code.

Printed Name

Signature