

**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
- Self-Contractor Questionnaire Form (If not using a General Contractor)
- Work Done By Owner Acknowledge Form (If acting as contractor for any trade)
- 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

Contactor 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

COUNTY OF _____

_____ Inspection Department

Parcel Identification Number and address where the building is to be constructed: PIN _____

Address _____

Type of construction: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other

Intended use after completion (e.g. Personal residence): _____

Building permit number associated with this application: _____

I, _____ (Print Full Name) _____ (Phone Number)

hereby claim exemption from licensure under G.S. 87-1(b)(2) by **initialing** the relevant provision in paragraph 1 and **initialing** paragraphs 2-5 below attesting to the following:

1. _____ I certify I am the owner of the property set forth above on which a building is to be constructed or altered and for which application for a building permit is hereby made;
OR
_____ I am legally authorized to act on behalf of the firm or corporation that 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, Chapter 87 of the General Statutes of North Carolina.
3. _____ I will be on site regularly during construction and I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.
4. _____ I understand that by executing this licensing exemption AFFIDAVIT pursuant to G.S. 87-1(b)(2), I am required by law to occupy the building for which the licensing exemption is granted for twelve months after completion, during which time it may not be offered for rent, lease or sale.
5. _____ I understand a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification 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 if the North Carolina Licensing Board for General Contractors determines I am not entitled to claim this exemption the building permit issued for the construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

(Signature of Affiant) _____ (Date)

Sworn or affirmed and subscribed before me this the _____ day of _____, 20____

(Signature of Notary Public)

(Notary Stamp or Seal)

(Printed Name of Notary Public)



WATAUGA COUNTY

Department of
Planning & Inspections

126 Poplar Grove Connector Suite 201 • Boone, North Carolina 28607 (828) 265-8043

TTY 1-800-735-2962

Voice 1-800-735-8262

or 711

FAX (828) 265-8080

WORK DONE BY OWNER

I understand I am being issued a permit to build _____, wire _____, install mechanical equipment _____, or plumb _____ my own home, addition to my home, to my own manufactured home, or storage building, located at the following address or parcel #:

_____ under the following conditions which I acknowledge I have read and understand by initialing paragraphs 1 through 6 below.

_____ 1. I own the home and am going to live in it myself. It is not for rent or use by others and will be occupied by me for at least twelve months from date of certificate of occupancy.

_____ 2. I understand that this permit is for me to do the work myself and that I am the only one authorized to superintend or manage the work done on this home.

_____ 3. I understand that if anyone else does the electrical, mechanical, or plumbing on this job they must be licensed, and a Sub-Contractor License Check and Regulation Sheet must be submitted to the office.

_____ 4. I understand that the Building Inspector will not design or lay out the job for me.

_____ 5. I understand that the Building Inspector will communicate only with me on this job.

_____ 6. I further understand that if the job is turned down two times as not meeting the Code, I will be required to obtain the services of a licensed contractor. Further I understand that I will be charged extra trip charges for any extra trips that are required. An extra trip is defined as a trip in excess of the normal number of trips to inspect a job plus one to inspect corrections.

PERMIT NUMBER: _____

OWNER 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 _____	3 rd Floor _____	Elevation _____
Construction Type _____	2 nd Floor _____	Less than 2700 115
Height of Building _____	1 st Floor _____	2700 – 3000 120
Number of Stories _____	Basement _____	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.
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.	*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

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