



City of Havelock
 Planning & Inspections Department
 PO Box 368 1 Governmental Ave.
 Havelock, NC 28532
 (252) 444-6433 Email: permits@havelocknc.us

ACCESSORY STRUCTURE PERMIT APPLICATION

Procedures & Check-off List

**Failure to provide ALL required information will result in the return of the application to the applicant.
 No work shall begin prior to all fees being paid and issuance of the permit. Conducting work without a permit may result in a penalty being added to the permit fees due.**

The following items must be submitted:

- Permit Application: must be complete and have original signatures of all involved parties
- Plat of Survey (1 copy): must be drawn to scale and depict all existing and proposed structures on the property
- Building Plans (3 copies if required): must specify all building materials, methods of construction, and dimensions, as well as all other information to clearly describe the project construction and layout (to contain an engineer’s seal when necessary)
- Electronic copy of Survey and/or Building Plans

The following information may also be required:

- General Contractors License: required for all projects exceeding \$30,000
- Affidavit of Workers’ Compensation Coverage: as required by North Carolina General Statute 87-14 for all projects \$30,000 or more
- Copy of Septic Tank System Permit: for properties with septic systems (Contact Craven County Health Department 252-636-4936)
- Written Notice from the Property Owner: (or managing agent) granting permission for the proposed work, if the property is being rented/leased
- Any Additional State or Local Permits: that may be required due to the nature of the proposed work or site
- Any additional information that staff determines is necessary to complete an accurate and thorough review of the proposed project

The applicant will be contacted when the permit is ready for pick-up.

All applicable fees must be paid in full before the permit will be issued.

PERMIT EXPIRATION: Construction must begin and at least one inspection performed within six (6) months from the permit issue date otherwise the permit will expire. The permit will also expire if at least one inspection is not scheduled and performed every twelve (12) months until the project has passed its final inspection. If a permit has expired, a new permit must be applied for and approved before work may continue.

COMPENSATION COVERAGE (N.C.G.S. 87-14)

Required for any project worth \$30,000 or more:

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 to cover 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 Planning & 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: _____

LIEN AGENT INFORMATION Effective January 1, 2021

In accordance with North Carolina General Statute 160D-110(g), 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: _____

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 applicant is required to post a copy on the construction site.

Excerpt from North Carolina G. S. 160D-1110(g):

No building 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 owner occupies as a residence, or for the addition of an accessory building or accessory structure as defined in the North Carolina Uniform Residential Building Code, the use of which is incidental to that residential dwelling unit, 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. Where the improvements to a real property leasehold are limited to the purchase, transportation, and setup of a manufactured home, as defined in G.S. 143-143.9(6), the purchase price of the manufactured home shall be excluded in determining whether the cost of the work is thirty thousand dollars (\$30,000) or more.



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OFFICE USE ONLY	
Date Received:	_____
By:	_____
Application #:	_____

Accessory Structure Permit Application

Applicant: Property Owner Tenant Contractor Other _____

Project Address: _____

Project type: Accessory Building Garage/Carport Fence Pool Other _____

Electric to be included

Contractor Information

General Contractor: _____

Contact: _____

Address: _____ NCGC License #: _____

Phone: _____ Classification: _____

Email: _____ Signature: _____

Date: _____

Electrical Contractor: _____

Contact: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

NC License #: _____

Home Owner: _____

Contact: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Project Information

Description of Proposed Work: (please be specific)	Total Cost of Proposed Work: \$ _____
	Structure to be Used As: _____
	Project Dimensions: _____
	Building Height: _____ Ft
	Project Area: _____ Sq Ft
	Type of Construction: <input type="checkbox"/> Wood <input type="checkbox"/> Metal
	<input type="checkbox"/> Other: _____

Swimming Pool/Hot Tub/Spa: Gallons Held: _____ Fenced-In Yard: Yes No

Pool Dimensions: _____ In Ground Above Ground

DISCLOSURE: By signing below, I am acknowledging that I have included ALL applicable information required on the plan in order to be considered "Complete and ready for review." If it is discovered that required information is not included on the plans or I have not provided some required information, I understand that the above referenced project may be deemed "Not ready for review" and may require additional staff time or may be rejected. Additionally, I understand that the City of Havelock reserves the right to request any additional information as necessary.

Owner/Agent Signature: _____ **Date:** _____

FOR OFFICE USE ONLY					
Zoning District: _____	Setback Requirements: Front: _____	Side: _____	Rear: _____		
Feet from Side Prop. Line: _____	Feet from Rear Prop. Line: _____	Flood Zone: _____	Requires Flood Zone Certificate:	YES	NO
Approved by Planning/Zoning Official: _____				Date: _____	
Approved by Building Official: _____				Date: _____	