TOWN OF CALABASH, NORTH CAROLINA
882 Persimmon Road, Calabash, NC 28467
Administration: (910) 579-6747 * Building Inspector: (910) 579-0500* Fax (910) 579-5495
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BUILDING PERMIT APPLICATION PACKET INDEX

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- Stormwater Management Worksheet
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Building Permit Application Packet (Residential)

Be sure all the paperwork has been completely filled out and SIGNED before returning the packet to Town Hall.

This packet includes: Contractor Check List, Building Permit Application, Zoning Compliance Permit Application, Application Packet with instructions and minimum required inspections, Vegetation Worksheet (Appendix D), Stormwater Management Worksheet (Appendix E), Electrical Inspections Policy/2008 NC Electrical Code, Affidavit of Workers' Compensation Coverage, POA/HOA Approval Form (if applicable), NC Owner Exemption Affidavit. **If applicable**, a CAMA (Coastal Area Management Act) Permit application. Commercial project builders (except 1 & 2 family houses/townhouses) will complete Appendix B (Building Code Summary).

Note: ***Development Permit Applications*** -applicants seeking to clear, grade, fill or de-vegetate any parcel of land or make any improvements prior to obtaining a building permit MUST complete a specific application. Also, major revisions occurring after permit issuance will require re-review and may be subject to additional fees.

Include in the packet submitted for review all of the following that apply to the project:

- Three (3) sets of construction plans for one and two family dwellings and four (4) sets of plans for commercial projects drawn to scale with sufficient detail to reflect the scope of the work. All plans must be dated and signed by the designer. Professional seals, when applicable, must appear on each sheet and be signed and dated. *See Section A for details*
- A clear and legible copy of the Authorization for Construction from the Brunswick County Health Department or a copy of paid sewer tap fees from the B.C. Utilities Department.
- CAMA Permit, if applicable.
- Preliminary Elevation Certificate, if property is located within a SFHA (flood zone).
- Stormwater Management Worksheet must be completed in its entirety. *See Section B for details*
- Vegetation Worksheet must be completed in its entirety. *See Section C for details*

- Sign Application: All commercial builders anticipating their finished project will need a sign, must forward to the building owner the attached sign application for completion and submission.

Section A Survey/Site Plan - minimum details to include:

1. Property address, street name (if applicable - lot, block, section, subdivision name, phase) Signature and printed name of person who prepared the survey
2. Property lines with linear footages
3. Building envelope indicating required setbacks of the zoning district
4. Bench mark location and elevation
5. Total square footage of the property
6. Adjacent street rights of ways and any public or private easements
7. Height of proposed building
8. Total square footage of all impervious surfaces
9. Location and dimensions of septic system area

Commercial and residential (where applicable) site plans will indicate, but are not limited to, showing dimensions for all structures, driveways, stairs, steps, walkways and parking. A parking plan must be submitted indicating all entrances, exits, connections to public roads and reflecting required number of parking spaces including handicapped.

Section B Stormwater Management - Guidelines to follow:
If the property is not located within a PUD, calculate stormwater as follows:

The total square footage of all impervious surfaces under the drip line (including overhangs) of any roofed structure including outbuildings.

Calculate the total square footage of driveways, sidewalks, and patios to the property line.

If you exceed 25% of the total lot area by placement of impervious surfaces, provide engineering details on the retention of the additional stormwater runoff.

Section C Vegetation – Guidelines to follow:
By ordinance all specimen trees (defined as any perennial woody plant such as a lane shade, or pine tree which usually has one main stem or trunk and measures (taken 4' from ground level) as follows: hardwood (6"), pine (3"), flowering (2") must be retained. Use sheet to show placement of vegetation around all buildings, parking areas, stormwater facilities and septic areas.

LAND USE: In some cases substantial grading and/or the addition of fill material is necessary to make the lot viable for development. In cases where fill or grading is necessary an erosion control plan is required. The site must be stabilized by placement of seeding and straw and or by other means deemed necessary to retain soils, sediment and/or stormwater runoff. Stabilization will be required before a Certificate of Occupancy is issued.

Guidelines for Builders Submitting Plans for Single Family Houses/Townhouses/Commercial Structures

- Plans must be drawn to architectural scale (example 1/4" = 1').
- All structural plans for buildings located within a VE SFHA (flood zone) must be approved by a licensed architect or structural engineer. The approval must be accompanied by a V-Zone certificate.
- All properties located within a SFHA (flood zone) must provide a preliminary elevation certificate.
- All structural elements shall be designed to meet the 130 mph wind zone.

Title Box containing the name, address and telephone number of the designer.

Footing and Foundation plan including wall footing, foundation dimensions, pier footing, masonry pier dimensions, concrete slab thickness, anchor bolt details (size and embedment), crawl space ventilation calculations (vents shown) and piling design.

Framing plan including wall sections; include size, grade and species of girders, floor joists, ceiling joists and rafters.

Header schedule must be shown with grade and species identified or referenced under the structural notes section unless engineered. Show all point loads. Show all knee walls; indicate whether the wall is load bearing or non-load bearing.

Exterior wall detail including stud size, spacing, grade, insulation, sheathing, siding or brick veneer.

Complete building floor plan with elevations. Identify all rooms and show dimensions, identify walk up attic space (if applicable).

Elevations on all sides. Indicate height to highest peak of roof.

Window and Door details. Indicate proper DP rating.

Special engineering. Provide any special engineering required on garage door beams, laminated beams, engineered floor or roof truss systems and any three story structure. A professional engineer or architect must sign, date and seal these drawings.

Smoke detection and/or sprinkler system details if applicable.

Detail drawings for trades including electrical, mechanical, plumbing or other applicable trades.

Minimum Required Inspections for Residential and Commercial Projects

A re-inspection fee of $75 may be charged for any failed inspection

- Site inspection will be performed to verify set backs after grading is complete.
- Temporary power pole inspection after a building permit has been issued.
- Footings inspection will occur after completion of soil engineer compaction test report, trenches are excavated, grade stakes are installed, reinforced steel and supports are in place and tied, all necessary forms are in place and braced and before any concrete is poured.
- Prior to concrete being pored, under slab inspections are made to review any material and equipment that will be ultimately covered.
- Foundation inspection occurs prior to floor framing.
- Slab inspection.
- Open floor inspection is made after all foundation supports are installed and first floor framing is completed. Foundation supports, crawl space leveling, ground clearances, positive draining and floor structural system is checked before covering.
- Framing and all trades (Rough In Inspection) is made when all building framing, roofing (excluding roof covering) and parts of the electrical, plumbing, fire protection, and HVAC systems that will be hidden from view have been installed but BEFORE any wall, ceiling finish or insulation is completed. All trades will be inspected at the same time. Nail patterns will be checked prior to installation of brick or other siding materials.
- Insulation inspection will occur after all building framing and rough in inspections. All insulation and vapor retardants must be in place before any wall or ceiling is constructed.
- Formation of a driveway and stormwater control will be inspected before a driveway can be poured.
- A final inspection will occur for each trade after completion of the work. Following approval, which includes the checking arc-fault, GFCI and smoke detection systems, a Certificate of Occupancy will be issued.

Contractor License and Insurance Requirements

A North Carolina General Contracting license is required if the total project cost is more than $30,000. A North Carolina license is required for all electrical, plumbing and mechanical contractors regardless of the project cost.

All licensed contractors must complete a Compliance Verification Form as proof of their workmen's compensation status. If a contractor has three of more employees, a copy of their certificate of insurance can be forwarded to the Town Hall by the insurer.

Town of Calabash New Residence Contractor Check List
(Frequently missed items that may delay permit processing)

Include this checklist in the submitted packet – the review process begins once an application is deemed totally complete.

Contractor Name and Address of Construction site: _____

_____

_____ Proof of Worker's Compensation

_____ Survey plot showing set back requirements

_____ Fully completed Zoning Application

_____ Fireplace heating source

_____ Total cost of the project

_____ Bldg/plumbing/HVAC/electric subcontractor full info/signatures/license numbers noted on Building Permit Application (all contractors must have a NC license)

_____ Copy of paid sewer and water fees (if well/septic system is involved, include a letter from the Health Department)

_____ Heated/unheated square footage noted on Building Permit Application

_____ When needed, approval letter from PUD Architectural Review Committee

_____ Fully completed Impervious Surface Sheet

Date packet was received and accepted as complete:_____

Items still required:_____

_____

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A Zoning Application is for all commercial and residential projects-**fill in applicable sections.**

Date:_____ Zoning District:_____

Applicant Name:_____Business Name:_____

Property Owner (if different from applicant name):_____

Mailing Address:_____
Street City Zip

Contact #'s:_____
Business Cell Fax

Property Address:_____
Street City Zip

Permit Applied for: New Residential New Commercial Addition Existing tenant space Accessory Structure
Fence Driveway Parking Development /Lot Clearing Other_____

Describe work to be performed:_____

New commercial and residential complete this section

_____Bldg Height (SET BACKS) Front yard_____ Side Yard_____ Back Yard_____ Corner Lot: Yes No

Water Source: Well-Permit # (for new construction only)_____
County Water (for new construction attach copy of paid fees receipt)

Sewer Treatment: Septic Tank-Permit #_____ County Sewer-DWQ #_____

SUBDIVISION NAME:_____

Lot #_____ Block_____Section_____Lot Dimensions:_____

Applicant Certification: I certify that I am authorized to make this application, that the information provided is correct to the best of my knowledge, that I am authorized to grant, and do grant, permission to the local zoning official and local building official to enter on the property described above for the purpose of inspections. I understand that if this application is approved that failure to meet any conditions of the approval shall result in the revocation of any permit(s) based on this certificate. I also understand that it is my responsibility to call to schedule all inspections. Initial after reading:_____
(Permit shall be void after six months from date of issue unless an inspection of the project has been made by that time.)

Applicant Signature_____ Date_____

FOR OFFICE USE ONLY
After consideration and review of the zoning permit application, I have determined that the applicant is in compliance with all related and applicable Town ordinances. Signature_____ Date_____

Parcel #_____ Flood Hazard Area/Zone:_____

Fire Inspector Approval needed: Yes No Attachments Building Permit #_____

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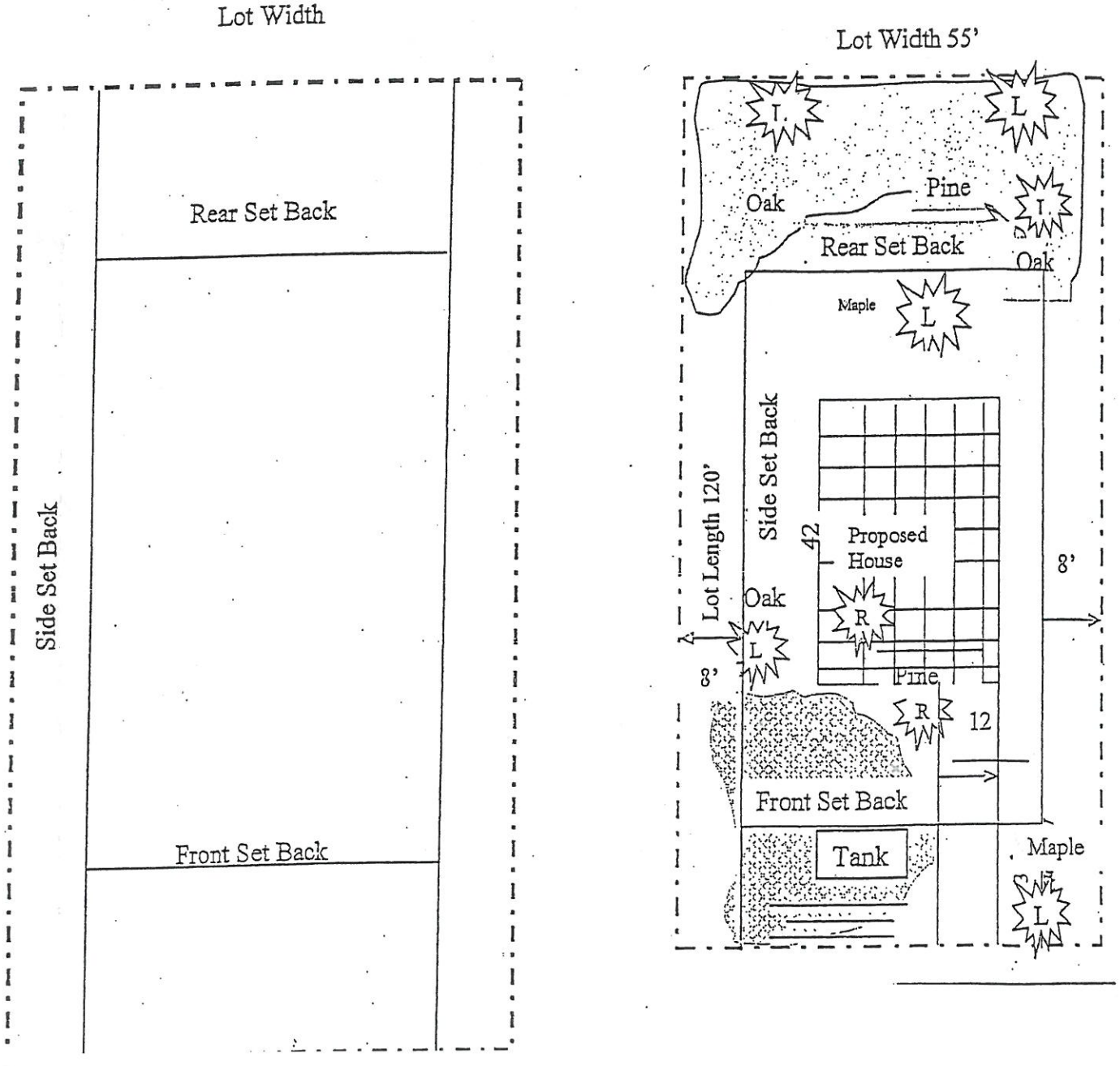
VEGETATION WORKSHEETS (Appendix D)

Use this worksheet to demonstrate that your project meets vegetation standards. Required information includes: **lot width and length; all set backs; location of proposed project, driveway, walkways, decks, accessory buildings, steps, septic field/lines/tank; locate all trees and identify the species (pine/hardwood) use an "R" (for remove) and an "L" (for leave); use an "X" for areas that require fill.**

Sample Worksheet



APPENDIX E

Stormwater Management Worksheet

Total lot area (sq. ft.)_____ 25% of lot area (sq. ft.)_____

House, garage, shed plus overhangs (sq. ft.)_____

Driveway, sidewalks, patios (sq. ft.) _____

Other impervious surfaces (sq. ft.) _____

Does the total impervious exceed 25% of the total lot area? Yes_____ No_____
(*** If yes, provide engineering details on the retention of stormwater)

Is more than 75% of natural vegetation being removed? Yes_____ No_____

Is more than 6" of uncompressed fill being added to the lot? Yes_____ No_____

(Excessive fill areas and stabilization must be approved by the building inspector)

Describe the retention method to be used:

_____

_____

_____

_____

Town of Calabash Building Permit Application – RESIDENTIAL PERMIT #_____

Date_____Check type of permit: ( ) Building ( ) Electric ( ) Plumbing ( ) Mechanical ( ) Other _____

Applicant Information

Name:_____

Address:_____

(Local-Street, City, Zip) (Out of Area-Street, City, Zip)

Phone:_____

(Home) (Cell) (Fax)

Site Information

Address/Location/Subdivision:_____ ***PARCEL #***_____

General Contractor Information

Name (as licensed):_____

Address:_____

Street City Zip

Phone:_____

(Home) (Cell) (Fax)

License#_____ ******TOTAL COST OF PROJECT:***_____

Owner Information

Name:_____

Address:_____

(Local-Street, City, Zip) (Out of Area-Street, City, Zip)

Phone:_____

(Home) (Cell) (Fax)

Description of Proposed Work:_____

_____

_____

( )New ( )Remodel ( )Single Family ( )Duplex ( )Modular ( )Single Mobile ( )Double Mobile _____Age _____Size

Square Footage: Heated_____Unheated_____Deck_____Covered Deck_____Concrete Area_____

Accessory Buildings: ( )No ( )Yes Type_____Size_____

Fireplace: ( )No ( )Masonry ( )Prefab **Pool:** ( )No ( )Yes Size_____**Fence:** ( )No ( )Yes Height_____Length_____

Foundations: ( )Concrete ( )Block ( )Slab on Grade ( )Raised Slab ( )Pilings ( )Other_____

Insulation: (R-Value) Floor_____Walls_____Ceiling_____

HVAC: ( )New ( )Existing ( )Heat Pump ( )Gas ( )Electric ( )Air Handler ( )Package Unit

Utilities: ( )Electric ( )Propane ( )New ( )Existing

*****A valid building permit will not be issued until the following conditions have been met: (1) the application has been filled out completely; (2) a site plan is submitted; (3) if applicable, proof of payment of water and sewer fees is included; (4) all fees have been paid.**

Disclaimer: It shall be the responsibility of the owner/builder/developer to have whatever approvals are required by the HOA/POA prior to commencing construction: The Town of Calabash does not enforce restrictive covenants for developments and will not be responsible for any miscommunication between the owner/builder/developer and the HOA/POA. In order to avoid any issues, please consult with the leadership of the HOA/POA for the development in which the new construction is to take place to make sure that any design criteria are met.

If permits are granted, I hereby certify that all information in this application is correct and that all work will comply with the N.C. State Building Codes, CAMA, applicable city ordinances, local laws and regulations of the State of North Carolina regulating such work and the specifications/plans submitted. I certify that the structure will be placed on the lot conforming to all setbacks, yard requirements and height limitations.

I hereby affirm that the foregoing statements are accurate and correct to the best of my knowledge.

Applicant's

Signature_____Date:_____

TURN PAGE OVER FOR SUBCONTRACTOR INFORMATION & THEIR SIGNATURES

For Calabash Building Inspector Only

Building Permit Approved By:_____**Denied By:**_____**Date:**_____

Subcontractor(s) - Provide information/signature(s) as shown on license

BUILDER

Name of Company:_____

Name of Contact Person (PRINT):_____
License #:_____
Address:_____

Phone: (office)_____(cell)_____(fax)_____

Signature of person holding license:_____

ELECTRICIAN

Name of Company:_____

Name of Contact Person (PRINT):_____
License#:_____
Address:_____

Phone: (office)_____(cell)_____(fax)_____

Signature of person holding license:_____

HVAC

Name of Company:_____

Name of Contact Person (PRINT):_____
License #_____

Address:_____

Phone: (office)_____(cell)_____(fax)_____

Signature of person holding license:_____

PLUMBER

Name of Company:_____

Name of Contact Person (PRINT):_____
License #_____

Address:_____

Phone:(office)_____(cell)_____(fax)_____

Signature of person holding license:_____

TOWN OF CALABASH, NORTH CAROLINA
FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

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Applicant Information Section

Date of Application:_____ Parcel #_____

Owner:_____

Address:_____

Project Description:_____

_____

Street Address or Lot Number of Project:_____

Development Activity: *(check all that apply, at least one for each category of "Use", "Activity", "Lot")*

Use: ☐ Single-family residential, ☐ Multi-family residential, ☐ Mixed Use, ☐ Commercial
☐ Other:_____

Activity: ☐ New structure, ☐ Demolition, ☐ Alteration/addition, ☐ Relocation
☐ Other:_____

Lot: ☐ Clearing, ☐Drain/Dredge/Drill, ☐ Grading/Filling, ☐ Streets/Utilities
☐ Other:_____

Applicant's Certification Section

I (We) agree to conform to all Federal, State and Local codes and ordinances and that the information contained in this application for a Floodplain Development Permit is fair and accurate to the best of my knowledge and abilities. Deviation from information and work provided and described on this application without notifying the Town of Calabash in writing is a violation.

Applicant hereby acknowledges receipt of the General Notes as included and made a part of the application for a Floodplain Development Permit.

Signature of Applicant:_____ Date:_____

Technical Section *(to be completed by Town staff)*

Floodplain:_____ FIRM Panel #_____

Base Flood Elevation:_____ft Floodway: Yes ☐, No ☐
Minimum Elevation of Lowest Floor:_____ft

Determinations *(outcome of permit review and instructions on further submittals by applicant if any)*
Project is located in a special flood hazard area: Yes ☐, No ☐
If yes, project requires submittal of supplemental information (see page #2)

Application Status Section *(to be completed by Town staff)*
Application for a Floodplain Development Permit is hereby: ☐ Approved, ☐ Denied

Authorizing Official:_____ Date:_____
Front Office Instructions: ☐ None, ☐ Yes:_____

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GENERAL NOTES

Permit Required

As required by the Federal Emergency Management Agency (FEMA) Code of Federal Regulations, National Flood Insurance Program, (NFIP) 44 CFR Part 60.3(a)(1), no work of any kind may begin in the Special Flood Hazard Area (SFHA) until a Floodplain Development Permit is issued. The permit shall be for all structures and for all development, including fill and other activities, as set forth in the Floodplain Ordinance. Examples of such activities include but are not limited to new construction, reconstruction, rebuilding, placement of manufactured homes, placement of small outbuildings, fences, walls, clearing of trees and other vegetation, placement of driveway culverts or bridges, long term storage of equipment and materials or any man-made change to improved or unimproved real estate such as dredging, drilling, excavation, filling, grading, logging, mining, or paving. The floodplain development permit requirement is intended to allow the Town to monitor activities located in the SFHA to ensure the following:

- Base flood elevations do not significantly change as a result of development
- Buildings in floodways and floodplains are constructed and maintained properly
- Substantially damaged/improved buildings are brought into compliance with current floodplain regulations

Application for Permit

Application for a Floodplain Development Permit shall be made on forms furnished by the Town. If a change of ownership of the affected property occurs following the issuance of a permit and prior to issuance of a Certificate of Compliance, the new owner(s) shall submit an application within 15 days of the date of ownership change. If a new application is not submitted within the 15 days, all work must cease immediately. No deviation from the original application is allowed except the change of ownership. By signing and submitting this application the Applicant certifies that all statements contained in the application, and in any additional attachments, are true and accurate.

Supplemental Information for Projects Determined to be Located in a Special Flood Hazard Are

All applications determined to be located in a special flood hazard area shall include the following:

Plans in duplicate, drawn to scale, showing:

- The nature, location, dimensions and elevations of the area in question, including the location of the property with reference to river and stream channels, floodplain and floodway, and the location of permanent or temporary reference marks
- Existing and proposed structures and/or development
- Fill and excavation details
- Storage of materials
- Location of drainage facilities
- Elevation (in relation to mean sea level) of the bottom floor of all structures (including basements or crawl spaces)
- Engineering details and description of the extent to which any watercourse will be altered or relocated as a result of proposed development
- If applicable, elevation (in relation to mean sea level) to which any structure will be flood proofed and certification by a registered professional engineer that flood proofing methods for any structure meet the flood proofing criteria established in the Floodplain Ordinance
- Extent of foundation walls and footings below finished grade
- Size and location of all flood openings/vents
- Elevations of all mechanical, electrical, plumbing, and ducting
- For structures, an Elevation Certification based on construction drawings from a registered engineer or licensed surveyor. A finished construction Elevation Certificate will be required upon completion of the structure before the Certificate of Compliance is issued.
- Copies of environmental permits from federal or state agencies, if applicable, and evidence of notification of the adjacent communities and FEMA of any alteration or relocation of watercourses.
- Any additional information required by the Floodplain Administrator

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Field Information for Properties Located in a SFHA
The applicant's engineer or surveyor shall establish two temporary Base Flood Elevation marks within 50 feet of the proposed development and the floodway boundary shall be marked every 50 feet across the property. The floodway boundary shall be established using the Flood Insurance Rate Map or Flood Boundary and Floodway Map.

Review
Upon receipt of a completed Floodplain Development Permit Application the Town shall review the application and grant or deny the requested development permit, in accordance with the provisions of the Floodplain Ordinance and current FEMA NFIP rules and regulations.

After a decision has been rendered, the Floodplain Administrator shall return one copy of the application and decision, including any special permit conditions that apply, after having marked such copy either as approved or denied and attested to the same by signing such copy.

Certificate of Compliance/Occupancy
The development may not be used or occupied until a Certificate of Compliance/Occupancy is issued. By signing and submitting this application the Applicant gives consent to the Floodplain Administrator of a designee to make reasonable inspections prior to the issuance of a Certificate of Compliance/Occupancy.

Non-SFHA Properties (Low-lying and flood prone areas not otherwise regulated)
Properties located outside of a special flood hazard area (SFHA) as defined on the most recent FEMA NFIP floodplain map are hereby notified that flood prone and low-lying areas exist in coastal communities such as the Town of Calabash. Applicant acknowledges that development outside of the SFHA should take into consideration such flood prone and low-lying areas make construction, re-construction, retrofit, and renovation decisions accordingly. NFIP flood insurance may be available in these areas outside the SFHA, please contact your carrier for coverage information.

Acknowledgement
Applicant acknowledges receipt of the general notes including notice about low-lying and flood prone areas that are not part of the special flood hazard area.

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INFORMATION TO BE INCLUDED IN THE BUILDING PERMIT APPLICATION SUBMISSION

A. List all appliances that will be gas powered (such as, but not limited to: fireplace, range, outside grill, dryer, water heater)

_____

_____

B. **NOTE ON THE PLANS THE LOCATION OF THE FOLLOWING:**

Air Handlers

Outside Condenser

Electric Meter

Electric Panel(s)

Hot Water Heater(s)

LP Gas Tank

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AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE NC G.S. 87-14

The undersigned applicant for a Building Permit being the (PRINT APPLICABLE NAME):

Contractor_____

Owner_____

Agent for the contractor or owner_____

Do hereby aver under penalty of perjury that the person(s), firm(s) or corporations 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 subcontractors(s) and have obtained compensation insurance covering them,

_____Has/have one 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 Calabash Inspectors Department issuing the permit requires certificates of workers' compensation insurance coverage prior to the issuance of the permit and at any time during the permitted work from any person, firm or corporation performing the work.

_____
Signature of contractor or agent for firm/corporation

_____
Name of firm/corporation

_____
Date

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NC Owner Exemption Affidavit (Pursuant to G.S. 87-14(a)(1) – Town of Calabash Inspections Department

Address and Parcel# 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 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 NC State Building Code, unless the plans for 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 a copy of this affidavit will be transmitted to the NC 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 NC Licensing Board for General Contractors determines 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

_____
Printed Name of Notary

My commission expires:_____ (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)

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LiensNC (Effective April 1, 2013)

New Building Inspections Requirements NCGS 44A-11.2(a)

A new State law for all construction projects requires an appointment of a lien agent, unless the project meets one of the following criteria:

- Total cost of the construction improvements is under thirty thousand dollars ($30,000).
- The work is being performed to the owner's existing residence.
- The work is being performed on public building projects.

For full information and assistance in filing an appointment please use the following contact information:

- Preferred Method:
  - Online at www.liensnc.com

- Alternative Filing Methods: (Not recommended)
  - Email at support@liensnc.com
  - Fax: 913-489-5231
  - In person, Certified Mail, UPS, FedX, etc.
    At: 19 W. Harget St., Suite 507
    Raleigh, NC 27601

For further information, updates, and for a list of registered lien agents, contact the NC Department of Insurance website at www.ncdoi.com or call 919-661-5880.

Please note:
The Town of Calabash Inspections Department will require two (2) copies of the Project Detail page of this document, one of which shall be posted with the permit at the job site after the permit is issued. It is strongly suggested that the homeowner make a full copy of this document for his/her records. Also note that Project Property requires at least one legal description of the property, i.e. full street address, parcel ID number, etc. To obtain parcel ID number, visit the County website at www.brunsco.net or search the web for Brunswick County NC government.

TOWN OF CALABASH, NORTH CAROLINA
882 Persimmon Road * Calabash, NC 28467
Administration: (910) 579-6747 * Building Insp.: (910) 579-0500* Fax (910) 579-5495
Web Address: www.townofcalabash.net * Email: towncalabash@atmc.net

Electrical Inspections Policy:

1. During electrical rough-in, the following additional inspections are required:
   a. Smoke detector electrical boxes shall be installed. Please note that when installing smoke alarms there are minimum and maximum distances that these alarms can be from walls and ceilings and from one another in hallways. Refer to manufacturers installation instructions.
   b. All luminaries with wiring connections that all concealed after the installation of wall finishes, i.e. can lights.

2. In order to expedite the placement of temporary power to a building or structure and in order to test GFCI and AFCI requirements, operation of equipment and lighting, etc. during the final electrical inspection, the inspection procedure has been revised to include a Device Wiring inspection.
   a. This inspection requires all receptacles, switches, etc. to be wired but not placed in the electrical boxes.
   b. Furthermore, all fluorescent luminaires that all installed shall have lens cover and ballast cover removed so that wiring, etc. can be easily inspected.
   c. Exterior and interior wall luminaires shall not be installed, but all electrical boxes shall be in place. Certain exceptions (such as lavatory lights) may apply if requested and clearly noted in advance.
   d. The air handler unit shall be wired and labeled with factory applied stickers noting heat strips installed and indicating appropriate M.O.P. If more than one HVAC system is installed, the corresponding AC unit, air handler, and circuit breaker shall be identified to clearly indicate which system, i.e. #1, Upstairs, Downstairs, Bonus Room, Crawl Space, Attic, etc.
   e. Wiring relating to meter base, grounding electrodes, main panels and/or sub panels shall be complete.

Note: Items 2d and 2e may be performed during the *Meter Placement* inspection.

3. Once the *Device Wiring* inspection is approved, the contractor shall request a **Meter Placement** inspection which involves the following:
   a. Visual confirmation that all of the above items under 2a have been installed.
   b. Visual confirmation that all of the above items under 2b have been properly covered.
   c. Visual and physical confirmation that all of the above exterior items under 3a have been installed.
   d. Visual and physical confirmation that all of the above interior items under 3a have been installed or temporary terminated in an approved manner.
   e. A final walk-thru shall be performed to determine that all work in regards to electrical and life safety area satisfactory for the energizing of the building wiring system.
4. Once *the Device Wiring* and *Meter Placement* inspections have been performed and approved in writing the general contractor and electrical contractor can jointly sign an application requesting the placement of the meter for energized service. The Final Electrical inspection which includes the testing of AFCI and GFCI receptacles and switches shall be requested next.

2008 NC Electrical Code (NEC 2008):

The 2008 NEC came into effect June 1, 2008. Prior to its adoption, several articles and sections were requested to be placed on an administrative hold for re-evaluation. As a result, some items now have a different effective date than that of June 1, 2008. The following is a brief summary of these items:

1. **Now:** The revision to the requirements of NEC 338-10 (B) (4) (a) which governs the allowable ampacity for SE service-entrance cable used for interior wiring shall be effective on any permit issued on or after July 3, 2008. (SE cable used for interior wiring must now meet the requirements of 334.80 in addition to the rest of NEC 334 as required in previous code.)
2. **Now:** A new change as noted by NEC 406.11 requires tamper-resistant receptacles in dwelling units on any permit issued on or after July 3, 2008. For existing alterations, repairs, renovation and additions, this shall include all areas or rooms which contain any part of such work.
3. **2009:** The additional requirements for AFCI protection as noted in NEC 210-12 (B) for dwelling units shall be effective on any permit issued on or after January 1, 2009. For existing alterations, repairs, renovation and additions, this shall include all areas or rooms which contain any part of such work.
4. **2009:** The requirements for a listed weather resistant type receptacle as noted in NEC 406.8 (A) & (B) (1) shall be effective on any permit issued on or after January 2009. For existing alterations, repairs, renovation and additions, this shall include all areas or rooms which contain any part of such work.

Please note that there are several code changes from the 2005 NEC to the 2008 NEC. Only the ones that affect the Permit Date are noted above. As a contractor, it is your responsibility to obtain and understand the 2008 NC amendments to the State Electrical Code. The Town of Calabash and/or its inspections department is not liable for omissions or errors contained in this policy memo.

Should you need additional assistance, I can be reached at 910-579-0500.

George Mabes
Electrical Inspector
Town of Calabash Inspections Department

Project: _____ Permit # _____

Address: Codes/Policies

List of Standard Inspections as of January 2, 2013

- E Saw service / T-Pole
- G Setback / layout
- G **Footing preparations**
- G Termite treatment
- E Footing grounding electrode
- G **Foundation**
- P **Underslab plumbing**
- E **Underslab electrical**
- G **Slab prepartion**
- G **Garage slab preparation**
- G **Open floor framing**
  - G Deck framing
- G **Floor sheathing**
  - G Deck flooring
- G **Wall framing 1st floor**
  - G Post framing
- G **Suspended floor framing and decking**
- G **Wall framing 2nd floor**
- G **Wall sheathing**
- G **Truss / rafter framing**
- G **Roof decking**
- G Roofing felt / **flashing**
- G **Point loads / wall bracing**
- G Window / door nailing
- G Window / door & **flashing**
- G Siding, soffit, boxing & trim
- G Roofing & accessories, **flashing**
- G **Frmg pipes, chimney, vents, bolted lintels**
- G **Draftstopping / firestopping**
- N Pre-plbg fixtures, etc / insulation / barrier
- E **Rough electrical**
- M **Rough mechanical** / bldg air leakage test
- P **Rough plumbing**
  - P Water line test 100 psi
  - P Waste line - water thru roof
- M **Rough gas**
- G **Rough framing check after trades**
  - G pipes, chimneys, baffles, flashing
- N **Insulation (pre gypsum board)**
- N Energy efficiency (rough)

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- N Finished drywall / air infiltration
- N **Final insulation (blown ceiling, etc.)**
- G **Crawl space, access, vapor barrier, vents**
- P Shower liner & slope
- P Sewer / water tie-in
- E Device wiring, light boxes, etc.
- E Lighting, panels, disconnects
- E Pre-power
  - E Electrical meter request application
- M HVAC startup & testing
  - M Programmable t-stat (FA furnance)
  - M HP heat strip outdoor temp lockout 37.5
- E AFCI / GFCI / Lights testing
  - E 75% to be high-efficacy lamps
- G Door undercuts
- G Elevator operations
- G Interior stairs - treads, risers, handrails
- G Exterior stairs - treads, risers, handrails
- G Patios, sidewalks, ground decks
- G Driveway slab prep, pipe culvert
- G Fence, service equipment yards
- P Irrigation (backflow ASSE 1013)
- N Energy efficiency certificate
  - N location to be indicated in elec. panel
  - N Insulation R-values
  - N Fenestration values
  - N Building air leakage
  - N Duct leakage test
- G **Building C/C**
- E **Electrical C/C**
- M **Mechanical / gas C/C**
- P **Plumbing C/C**
- G Stormwater management compliance
- M LP Gas startup
- G **Certificate of Compliance / Occupancy**

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FOR ALL INSPECTIONS

When scheduling your inspections please follow these instructions:

call 579-6747 ext. 2

for AM inspections, please call Building Inspections Department by 5:00 pm the day before

for PM inspections, please call Building Inspections Department by 8:00 am that day