



Unlicensed Individual Permit Form

(Revised 04/01/2019)

Information

NC General Statutes (NCGS) 87-14 state that improvements to an existing single-family residential dwelling unit may an unlicensed individual may , “Any person, firm, or corporation, upon making application to the building inspector or such other authority of any incorporated city, town, or county in North Carolina charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, grading, or any improvement or structure where the cost thereof is to be thirty thousand dollars (\$30,000) or more,

This application must be completed in full and submitted

Intake Information

Property Address	
Street Address	
City, State, Zip Code	
Parcel ID #	

Owner Information			
Name		Home Phone #	
Street Address		Mobile Phone #	
City, State, Zip Code		Business Phone #	
Email			

Licensed Professionals		
License #s must include all letters and numbers as filed with the NC Licensing Board. If work is under \$30,000 and a general contractor will not perform the work, enter applicant information in General Contractor fields and applicant phone # as the License #.		
	General Contractor (Required)	Mechanical
License #		
Name		
Street Address		
City, State, Zip		
Phone #		
Email		



Unlicensed Individual Permit Form

(Revised 04/01/2019)

Licensed Professionals		
License #s must include all letters and numbers as filed with the NC Licensing Board		
	Plumbing	Electrical
License #		
Name		
Street Address		
City, State, Zip		
Phone#		
Email		

Applicant			
Name		Other Phone #	
Email		Street Address	
Mobile Phone #		City, State, Zip Code	

General Information

Description of Work			
Job Cost			
Total Square Footage		Heated Square Footage	
Number of Stories		Building Height	
Existing Floor Area		New Floor Area	
Fire Sprinklers Included	<input type="checkbox"/> Yes <input type="checkbox"/> No	Basement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Land Use			



Unlicensed Individual Permit Form

(Revised 04/01/2019)

Site Information

Total Square Footage of Lot		Total Square Footage of Disturbed Area	
Impervious Surface % - Existing		Impervious Surface % - Proposed	
Water Provider		Sewer Provider	
Red Cockaded Woodpecker On Site	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If yes, requires US Fish and Wildlife Approval)	
Located in a Flood Zone	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If yes, requires a Floodplain Development Permit)	

Zoning Information

Zoning District			
Overlay District	<input type="checkbox"/> Historic Preservation Overlay District	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Pinehurst South Overlay District		

Required Documents

<input type="checkbox"/> Site Plan/Survey	<input type="checkbox"/> Building Elevations
<input type="checkbox"/> Floor Plans	
<p>Note: The following surveys are also required as construction work progresses for Additions and New Construction in order to receive a Certificate of Occupancy:</p> <ol style="list-style-type: none"> 1. Foundation Survey 2. Final Survey 	

Additional Permits (As Applicable) - Must accompany this permit with the applicable fee

<input type="checkbox"/> Driveway Permit *
<input type="checkbox"/> Grading/Clearing Permit *
<input type="checkbox"/> Floodplain Development Permit - If located in a Flood Zone
<input type="checkbox"/> Certificate of Appropriateness (COA) – If located in the Historic Preservation Overlay District
<input type="checkbox"/> Fence, Wall, or Column Permit
<input type="checkbox"/> Propane Tank Permit
<input type="checkbox"/> Septic Tank/Well Permit (Moore County)

*Required for all Commercial and Multi-Family New Construction

Notice to Applicant

By completing and submitting this application, you certify that this application and submittal is complete and accurate.

Applicant Signature: _____

Date: _____