

Application Submission Instructions: Commercial/Multi-Family Building

- Commercial Building Permit Application
- Commercial Plan Review Submittal Form
- License Check & Regulation Sheet for each applicable contractor including General Contractor
- Self-Contractor Questionnaire Form (If not using a General Contractor) ♦
- Affidavit of Workers' Compensation Form ♦
- Copy of NC Lien appointment ♦
- Septic & Well Permit or compliance inspection. (New/Additions/Change of Use)
- Erosion Control Certification Form
- Complete Site Plan showing proposed distance from structure to property lines, roads, water bodies.
- Three (3) paper copies of Complete Building Plans sealed by NC Licensed Design Professional as required by NCGS 83A. Minimum size of 18 x 24.
- Three (3) copies of Building Code Summary (Appendix B)
- NCDOT Driveway Connection Permit (if applicable)
- Applicable Fees

♦ Not required if project is under \$40,000

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

FEES:

Heated/Finished: \$.30/sq.ft.

Unheated/Unfinished: \$.15/sq.ft.

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 will have to be delivered to office.

**All Required Forms Must be Submitted at the Same Time
or Application Will Be Returned.**



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

Commercial/Multi-Family 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 (Setbacks Verified)

Contactor Information

General Contractor: _____

Electrical Contractor: _____

Plumbing Contractor: _____

HVAC Contractor: _____

Fuel Piping Contractor: _____

Grading Contractor: _____

Primary Contact: _____

Telephone #: _____ Email: _____

Project Details

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

Occupancy Type: Assembly ___ Business Educational Factory/Industrial ___ High Hazard ___

Institutional ___ Mercantile Residential ___ Storage ___ Utility/Miscellaneous

Type of Construction: IIIA IIIB IV VA VB Other: _____

of Stories _____ **Height of Structure** _____

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

of Bedrooms _____ **# of Full Baths** _____ **# of Half Baths** _____ **# of Units** _____

Project Area

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

2nd Floor _____ Unfinished: _____

3rd Floor _____

Decks/Patios/Porches (sq.ft.) _____ Estimated Cost of Project: \$ _____

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.

Print Name

Signature

Date



**Watauga County
Planning & Inspections**

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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: _____

Contact 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 Statues 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.



Commercial Plan Review Submittal Form

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

Project Name: _____

Address/Location: _____

New Building Construction Building Addition Interior Renovation Other

Short Description of Project: _____

CONTACT INFORMATION

Property Owner Name:	Applicant Name:
Phone:	Phone:
Email:	Email:
Design Professional Name:	Contractor Name:
Company:	Phone:
Phone:	Email:
Email:	Other Name:
	Phone:
	Email:
Project Contact(s) for Emailing Comments: <input type="checkbox"/> Applicant <input type="checkbox"/> Design Professional <input type="checkbox"/> Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Other	

OFFICE USE ONLY

Date Plans Received: _____ # of Paper Copies Received: _____ Digital Copy Received: _____

Application Received: _____ Application Complete: _____

Fire Marshall Plans (Date/By): _____ Fire Marshall Approved (Date/By): _____

Zoning/Watershed Approved (Date/By): _____

Erosion Control/Subdivision (Date/By): _____

Plans Reviewed (Date/By): _____ Approval/Disapproval Emailed: _____

Resubmitted Date: _____ Reviewed Date/By: _____ Email Sent: _____

Resubmitted Date: _____ Reviewed Date/By: _____ Email Sent: _____

Plans Approved (Date/By): _____ Permit Issued: _____