



MOREHEAD CITY  
 PLANNING & INSPECTIONS DEPARTMENT  
 1100 BRIDGES STREET  
 MOREHEAD CITY, NC 28557  
 EMAIL: MHCPI@MOREHEADCITYNC.ORG  
 TEL (252)726-6848 Option 2  
 FAX (252) 499-0021

**RESIDENTIAL APPLICATION FOR BUILDING PERMIT**

*This institution is an equal opportunity provider/employer.*

**You will need to submit a completed and signed application form along with the following information:**

1.  **A PDF (digital copy)** of building plans and specifications to show materials and method of construction including:  
 footings and slab sizes     foundation detail     wall section detail  
 dimensions of lumber     lumber span length     electrical layout  
 plumbing layout     heating & cooling layout     insulation values  
 **eave width must be listed** (cannot encroach more than 24" into setbacks)  
 any other information you can supply to describe your construction methods clearly
  
2.  A site plan or survey (**drawn to scale**), indicating placement of proposed new construction and all other existing structures located on the lot (to include, but not limited to, fireplaces, steps, condensing units, etc.) must be **attached or emailed** and include the following:  
 show all property lines with dimensions     show proposed structure with dimensions  
 label distance to all property lines from existing and proposed structures     label road front, rear, and sides  
 show easements, if applicable     location of driveway/access  
 flood zone must be labeled on site plan     septic tank/drain lines, if applicable  
 square footage of lot must be shown (not acreage)  
*The site has to be checked for zoning (setbacks and maximum lot coverage).*
  
3.  Provide an interior floor plan if any walls are being relocated or added. All rooms must be labeled.
  
4.  Indicate the current location of electric meter and any overhead electric lines.
  
5.  A copy of well permit and septic tank permit, if applicable.
  
6.  CAMA permit, if applicable.
  
7.  A notarized copy of the Owner Exemption Affidavit if the homeowner superintends or manages the construction of a project when the cost of the undertaking is \$30,000 or more.
  
8.  Check Lien Agent Requirements and attach a copy if required.

\*\*\*\*\*  
*Failure to provide ALL of the above-required information will result in the application being placed on hold.*  
 \*\*\*\*\*

The application must be left with the secretary and will be reviewed by Staff. If all required information is received, residential building permits generally take 3 to 5 business days to issue.

**You will be contacted when the permit is ready for pick-up.**

**TOWN OF MOREHEAD CITY, NC  
RESIDENTIAL APPLICATION FOR BUILDING PERMIT**

**Date:** \_\_\_\_\_

**Owner:** \_\_\_\_\_  
(Name) (Work Phone)  
\_\_\_\_\_  
(Mailing Address, City, State, Zip) (Home Phone)  
E-mail Address: \_\_\_\_\_

**Occupant (if different from above):** \_\_\_\_\_

**Construction Site Address:** \_\_\_\_\_

**General:** \_\_\_\_\_  
(Contractor Name) (Phone)  
\_\_\_\_\_  
(Mailing Address, City, State, Zip) (License # or N/A)  
E-mail Address: \_\_\_\_\_

**Electrical:** \_\_\_\_\_  
(Contractor Name) (Phone)  
\_\_\_\_\_  
(Mailing Address, City, State, Zip) (License # or N/A)  
E-mail Address: \_\_\_\_\_

**Plumbing:** \_\_\_\_\_  
(Contractor Name) (Phone)  
\_\_\_\_\_  
(Mailing Address, City, State, Zip) (License # or N/A)  
E-mail Address: \_\_\_\_\_

**Water Treatment:** \_\_\_\_\_  
**(Softener)** (Contractor Name) (Phone)  
\_\_\_\_\_  
(Mailing Address, City, State, Zip) (License # or N/A)  
E-mail Address: \_\_\_\_\_

**Mechanical:** \_\_\_\_\_  
(Contractor Name) (Phone)  
\_\_\_\_\_  
(Mailing Address, City, State, Zip) (License # or N/A)  
E-mail Address: \_\_\_\_\_

**Fuel Piping:** \_\_\_\_\_  
(Contractor Name) (Phone)  
\_\_\_\_\_  
(Mailing Address, City, State, Zip) (License # or N/A)  
E-mail Address: \_\_\_\_\_

**Insulation:** \_\_\_\_\_  
(Contractor Name) (Phone)  
\_\_\_\_\_  
(Mailing Address, City, State, Zip)  
E-mail Address: \_\_\_\_\_

**RESIDENTIAL APPLICATION FOR BUILDING PERMIT**

1) Explanation of Construction: \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_ Initial here if the proposed improvements requested within this application are within the existing footprint of that which currently exists (e.g. no roofline extension, no structural addition, etc.).

3) If Construction is: Renovation: \_\_\_\_\_ Repair: \_\_\_\_\_ Total \$ Value of Construction: \_\_\_\_\_

Work will include: Building: \_\_\_\_\_ Electrical: \_\_\_\_\_ Plumbing: \_\_\_\_\_ Mechanical: \_\_\_\_\_

4) If Construction is: Addition: \_\_\_\_\_ New Construction: \_\_\_\_\_ Total \$ Value of Construction: \_\_\_\_\_

Square Footage Information (of area to be built):

Number of Stories: \_\_\_\_\_

Heated area: 1st floor \_\_\_\_\_ sf  
2nd floor \_\_\_\_\_ sf  
Other \_\_\_\_\_ sf  
Total heated area: \_\_\_\_\_ sf

Accessory Areas: Garage \_\_\_\_\_ sf  
Porch \_\_\_\_\_ sf  
Porch \_\_\_\_\_ sf  
Deck \_\_\_\_\_ sf  
Other \_\_\_\_\_ sf  
Total accessory area: \_\_\_\_\_ sf

\*\*Total footprint area covered by roof **(including new & existing)** \_\_\_\_\_ sf

5) No. of Bedrooms: \_\_\_\_\_ No. of Bathrooms: \_\_\_\_\_  
Foundation Type: \_\_\_\_\_ Floor Type: \_\_\_\_\_

6) Copy of septic tank permit is \_\_\_\_\_ attached; or septic tank permit \_\_\_\_\_ not applicable.

7) Water line size from meter: \_\_\_\_\_ Sewer line size: \_\_\_\_\_

8) Height of building (from average grade to highest point of structure): \_\_\_\_\_

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

\_\_\_\_\_  
Date (Owner/Agent Signature) (Printed Name)

**AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE**  
**N.C.G.S. 87 – 14**

The undersigned applicant for a Building Permit, being the

\_\_\_\_\_ Contractor (PRINTED NAME)

\_\_\_\_\_ Owner (PRINTED NAME)

\_\_\_\_\_ Officer/ Agent of the Contractor or Owner (PRINTED NAME)

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 workers' compensation covering themselves,

\_\_\_\_\_ has / have not more than two (2) employees and no subcontractors,

while working on this 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: \_\_\_\_\_

**NC Administration & Enforcement ©**

**Frequently Asked Questions: Lien Agents**  
**liensnc.com**

**Q:** Does the Lien Agent law apply to commercial construction?

**A:** Yes. The requirement applies to any commercial work over \$30,000 as well as to construction of any new residence over \$30,000.

**Q:** If a homeowner is building their own new residence valued over \$30,000 with no other contractor or subcontractors, is a lien agent required?

**A:** Yes.

**Q:** If a homeowner is building their own new residence using a subcontractor whose portion of the work is under \$30,000, is a lien agent required?

**A:** Yes.

**Q:** If a homeowner is building their own new residence using a subcontractor whose portion of the work is over \$30,000, is a lien agent required?

**A:** Yes.

**Q:** If a homeowner is acting as their own contractor, and is not utilizing any subcontractors, to renovate an existing home in which they reside and the renovation will cost over \$30,000, is a lien agent required?

**A:** No.

**Q:** If a homeowner is doing a renovation to an existing home in which they reside and is utilizing a subcontractor whose portion of the work is over \$30,000, is a lien agent required?

**A:** No.

**Filing Location Information**

(For use when applying for a building permit or for filing with the system)

**Address:** 19 W. Hargett Street, Suite 507 / Raleigh, NC 27601

(Office Hours: Mon – Fri, 9:00 am – 4:00 pm / Closed for lunch: 12:00 – 1:00 pm)

**Email:** [support@liensnc.com](mailto:support@liensnc.com)

**Fax:** 913-489-5231

**Technical Support:** 1-888-690-7384

(Technical support available during normal business hours - Answering service available 24/7)