



PLANNING & COMMUNITY DEVELOPMENT



P.O. Box 905
1048 Carriage Oaks Drive
Carthage, NC 28327
Planning: 910.947.5010
Central Permitting: 910.947.2221
Fax: 910.947.1303
www.moorecountync.gov

Child or Adult Care Permit Application Packet

The Moore County Planning and Community Development Department and other County Departments review applications and plans. Upon review and approval of all aspects of your application, a Child or Adult Care Permit shall be issued. The permit fees must be paid when you pick up the Child or Adult Care Permit and before operation may begin.

Customer Service Counter:

The following functions and services are available through the Customer Service Counter at Moore County Planning and Community Development Department:

- Questions about the permit process are answered
- You can pick up application forms
- Submit permit applications
- Questions about Child and Adult Care Permits are answered
- Fees may be paid

Reviews:

Each county staff member who reviews your application relies on accurate information from you to determine if your submittal meets all the requirements of "Child and Adult Care" Permits within the County of Moore. If your application does not accurately reflect existing conditions and what you are proposing to do, there could be significant delays in obtaining your permit. Please look through the following requirements of the review areas to avoid delays.

Planning Department:

The Planning Department reviews the "Child and Adult Care" Applications to ensure compliance with the Moore County Zoning Ordinance.

Permit Issuance:

Upon approval of all required reviews, a Child or Adult Care Permit will be issued. Building permit fees must be paid at the time of picking up the permit. You will receive a permit card that must be posted on the job and a general information sheet that should be retained for your records. The permit card must be kept at the job site, waterproof and weather tight and be readily accessible to the inspector.

Your building permit is good for six months from the date of issuance. If no activity has occurred after the six month time period, your permit will be deemed expired. You must show activity through an inspection, on your permit during the first 6 months then every twelve months to keep the permit active. Permits stay active for one year from the date of the last inspection. Expired permits must be renewed and all applicable fees paid. When a permit expires and the scope of work has not changed, the permit may simply be renewed. If the permit has expired and the scope of work for the project has changed, a new permit may be issued for the project.

Inspection Requests:

Inspection requests shall be called into the Planning and Community Development Department at 910-947-2221 or 910-947-5010 between the hours of 8:00 am to 5:00 pm. The requests will be promptly scheduled. Footing and slab inspections will, if possible, be done the following day in the morning. A 24 hour next day inspection is what we aim to accomplish if scheduling allows.

**EXTERNAL CHECKLIST FOR CHILD AND ADULT CARE
PERMIT APPLICATION**

- Completed Miscellaneous Child or Adult Care Permit Application. Applications can be obtained within our department, Planning and Community Development located at 1048 Carriage Oaks Drive, Carthage, NC 28327, or online at www.moorecountync.gov, Department, Planning & Zoning, Applications. If you would like to speak with someone concerning this application our telephone number is 910-947-5010 or 910-947-2221.
- For a new septic system, an improvement permit issued by the Moore County Environmental Health Department for the proposed use. The Environmental Health Department is located at 1042 Carriage Oaks Drive, Carthage, NC 28327. Their telephone number is 910-947-6283.
- Existing septic systems: Per memorandum submitted on 3/7/11 by James Shackleton, EHS Supervisor, Moore County Health Department a septic system recertification permit is required by the County of Moore Health Department, Environmental Health Division for the following:
 - Additions extending outside the existing foundation;
 - Interior additions in remodeling homes, when increasing the number of bedrooms;
 - Replacement of storage buildings,
 - Swimming pools,
 - Decks,
 - Concrete pads,
 - Irrigation systems,
 - Driveways when in the area of septic system and repair area;
 - Commercial business when intended use changes or expansion of the business;
 - Residential system when intended use changes.

The Environmental Health Department is located at 1042 Carriage Oaks Drive, Carthage, NC 28327. Their phone number is 910-947-6283.

- If the proposed child or adult care use is to be operated within a municipality's jurisdiction, approval from that municipality shall be submitted with the completed application.
- If the proposed child or adult care use is to be operated within the unincorporated Moore County need to speak with a planner to confirm the proposed use is permitted/allowed.
- An inspection checklist from the NC Division of Health Service Regulation must be provided to the inspector at the time of the inspection. This checklist can be obtained by contacting NC DHSR at www.ncdhhs.gov/dhsr or the telephone number is 919-855-4620.



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Miscellaneous Permit Application			
Application Date:			
Location/Address of Property:			
Description of Proposed Work: _____ _____ _____			
Applicant:			Phone:
Owner:			Phone:
Owner Address:		City	St: Zip:
Type of Permit: <input type="checkbox"/> ATF <input type="checkbox"/> Day Care <input type="checkbox"/> Group/Therapeutic Home <input type="checkbox"/> Bulkhead/Dock <input type="checkbox"/> Sign(s) <input type="checkbox"/> ABC <input type="checkbox"/> Demolition <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Other: _____			
If the project is a bulkhead or dock please list the estimated cost of the project			Total Estimated Cost \$
Please list the names of the contractors who will be performing the work for this project. If the work will be performed by the owner just write owner or self in the name field. Please put N/A in any fields that are not applicable to the project.			
General Contractor:		Phone:	License:
Address:		City	St Zip
Electrical Contractor:		Phone:	License:
Address:		City	St Zip
Design Professional:		Phone:	License:
Address:		City	St Zip
Pool Contractor:		Phone:	License:
Address:		City	St Zip
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, ordinances and regulations. The Inspection Department will be notified of any changes in the approval plans and specifications for the project permitted herein. I understand if this application is incomplete, no inspections will be performed on the project.			
Owner/Agent Signature: _____			Date: _____

Adult and Child Care Permit Application Definitions

Applicant: The party applying for permits.

Application: The completed form or forms and all accompanying documents and fees required of an applicant.

Approved: Acceptable to the code official or other authority having jurisdiction.

Building: Any structure enclosed and isolated by exterior walls constructed or used for residence, business, industry, or other public or private purposes, or accessory thereto, and including tents, lunch wagons, dining cars, trailers, mobile homes, and attached or unattached carports consisting of roof and supporting members, and similar structures whether stationary or movable.

Building, Principal (Main): A building in which is conducted the principal use of the plot on which it is situated.

Certificate of Occupancy: Official certification that a premises conforms to provisions of the Zoning Ordinance (and State Building Code) and may be used or occupied. Such a certificate is granted for new construction or for alterations or additions to existing structures or a change in use. Unless such a certificate is issued, a structure cannot be occupied, but a certificate may be issued for a portion of a structure ready for occupancy, such as separate dwelling or commercial units in a structure with multiple units.

Change of use: Any alteration in the primary use of a lot.

Child Care Facility: A program or arrangement where three (3) or more children less than 13 years old, who do not reside where the care is provided, receive care on a regular basis of at least once per week for more than four hours but less than 24 hours per day from persons other than their guardians or full-time custodians, or from persons not related to them by birth, marriage, or adoption.

Child Care Center: An arrangement where, at any one time, there are three preschool age children or nine or more school-age children receiving child care regardless of the time of day, whether operated, and whether or not operated for profit.

Child Care, Family: An arrangement where child care is located within a residence where, at any one time, wherever operated,, and whether or not operated for profit.

Conversion: Changing the original purpose of the building to the different use.

Driveway: A private roadway located on a parcel or lot used for vehicle access.

Existing Structure: A structure erected prior to the date of adoption of the appropriate code, or one for which a legal building permit has been issued.

Exit: That portion of a means of egress system which is separated from other interior spaces of a building or structure by fire-resistance-rated construction and protective openings as required to provide a protected path of egress travel between the exit access and the exit discharge. Exits include exterior exit doors at ground level, exit enclosures, exit passageways, exterior exit stairs, exterior exit ramps and horizontal exits.

Fence: An enclosure or barrier, such as wooden posts, wire, iron, etc., used as a boundary, means of protection, privacy screening or confinement, but not including hedges, shrubs, trees, or other natural growth. shafts with no openings or interior courts.

Floor Area, Net: The actual occupied area not including unoccupied accessory areas such as corridors, stairways, toilet rooms, mechanical rooms and closets.

Floor Area, Gross: The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors' stairways, closets, the thickness of interior walls, columns or other features. The floor area of a building, or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

Floor Area, Net: The actual occupied area not including unoccupied accessory areas such as corridors, stairways, toilet rooms, mechanical rooms and closets.

Ramp: A walking surface that has a running slope steeper than one unit vertical in 20 units horizontal

Structure: Anything constructed or erected, the use of which requires location in or on the land or attachment to something having a permanent location in or on the land.

Structure, Principal: The main building on a parcel of land.

Structural Alterations: Any change in the supporting members of a building, such as bearing walls, columns,

beams, or girders, except for repair or replacement.

Use: Any continuing or repetitive occupation or activity taking place upon a parcel of land or within a building including, but not limited to; residential, manufacturing, retailing, offices, public services, recreational, and educational.

Use, New: Any purpose which has not before existed on said land or premises.

Use, Principal : The primary or predominant use of any lot, building, or structure.

Yard: An open space on the same lot with a building, unoccupied and unobstructed from the ground upward, except by trees or shrubbery or as otherwise provided herein.

Yard, Front (Highway Yard): A yard across the full width of the lot extending from the front line of the building.

Yard, Side: An open space on the same lot with a building, between the building and the side line of the lot, extending through, from the front building line, to the rear of the lot.

Yard, Rear: A yard extending across the full width of the lot and measured between the rear line of the lot and the rear line of the main building.

Zoning: A police power measure, enacted primarily by general purpose units of local government, in which the community is divided into districts or zones within which permitted and conditional uses are established, as are regulations governing lot size, building bulk, placement, and other development standards. Requirements vary from district to district, but they must be uniform within districts. The Zoning Ordinance consists of two parts – a text and a map.

Zoning Approval: The issuance of a permit or authorization by the zoning official indicating that a proposed building, structure, or use of land meets all of the standards, criteria, procedures, and requirements contained in this ordinance.

Zoning District: An area established by this Ordinance where the individual properties are designed to serve compatible functions and to be developed at compatible scales.