



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

CHECKLIST FOR APPLYING FOR A COMMERCIAL BUILDING PERMIT

- Completed commercial building permit application. Applications can be obtained from 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 regarding the application our phone number 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 phone number is 910-947-6283.
- Existing septic systems: 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 renovations that result in an increased number of occupants.
 - Change of use that would effect the amount and/or type of waste water generated.
- Commercial site Site Plan in accordance with the requirements of the Unified Development Ordinance. See the following page for a checklist of items and further details.
- Four (4) full sets of Construction Drawings/Building Plans including site plan and utilities plan are required to be submitted with the commercial permit application. Please ask for assistance to determine if your drawings need to be sealed by a design professional in accordance with section 204.3.5 of the NC Administrative Code. The Building Inspections Department and Fire Marshall will each review the plans to ensure compliance with the North Carolina Building and Fire Prevention Codes. Once the review is complete one (1) set of plans will be returned to the applicant to display at the job site.
- A completed Building Code Summary (Appendix B) must be submitted with the commercial permit application.
- One copy of the designated lien agents contact information per NC §44A-11.1 See www.liensnc.com for further details and registration of your project.
- A copy of recorded deed may be required to verify ownership. A survey may also be required if lot configuration does not reflect the current records of the county.
- Depending on the type and scope of your project we may also need approvals from any or any combination of the following state departments. The follow list is not all inclusive and your project may require approvals from some other authority not listed.
 - NC Dept. of Environment & Natural Resources (Erosion control permits, etc..)
 - NC Dept. of Transportation (Driveway permits)
 - NC Dept. of Fish & Wildlife (Endangered species protection, etc..)
 - NC Dept. of Environmental Health (Septic & Restaurants, etc..)
 - NC Dept. of Labor (Elevators, boilers, etc..)

- A zoning permit may be required if the subject property is located within one of the following municipalities or their ETJ.

Cameron: 910-245-3212

Carthage: 910-947-2331

Foxfire: 910-295-5107

Robbins: 910-948-2431

Taylor Town: 910-295-4010

Vass: 910-245-4676

Whispering Pines: 910-949-3141

COMMERCIAL SITE PLAN CHECKLIST

All commercial permit applications will be subject to Site Plan Review by the Moore County Planning Department prior to the issuance of a development permit.

The Site Plan shall consist of three (3) sets of plans drawn to scale, one (1) of which shall be returned to the applicant upon approval. The Site Plan shall contain the following:

- Name, address of owner and applicant.
- Name, signature, license number, seal and address of engineer, land surveyor, architect, planner, and/or landscape architect, as applicable, involved in the preparation of the plan.
- Title Block denoting type of application, Land Record Key Number (LRK#), County, Township, Block and Lot, and Street Location.
- Vicinity Map.
- A map to scale (preferably 1 inch equals 20 feet 1:20 as applicable) showing location of tract with reference to surrounding properties, streets, municipal boundaries as applicable, within one hundred feet (100 feet of property line).
- A table of required and provided zoning district requirements, including lot area, width, depth, yard setbacks, building coverage, opens space, parking, highway corridor overlay district boundaries, lighting type and location, and landscaping plan, etc.
- North arrow and scale.
- Acreage of tract to the nearest tenth of an acre.
- Date of original site plan, most recent survey and all revisions.
- Size and location of any existing or proposed structures with all setbacks dimensioned.
- Location, name and dimensions of any existing or proposed streets, easements or right-of-way, including sight triangles onto adjacent roads.
- Copy and/or delineation of any existing or proposed deed restrictions or covenants.
- Future development phases.
- All existing watercourses, floodplains, watershed protection areas or other environmentally sensitive areas on or within 100 feet of site, new % disturbance, area within watershed protection area, maximum built upon area allowed, maximum built upon area encumbered.
- Existing and proposed contours. For grades up to 3% show 2 foot contours. For grades greater than 3% show 1 foot contours.
- Proposed utilities.
- Landscape plan and details and buffers or screening requirements (if applicable in addition to HCOD)
- Signage locations.
- Parking plan showing spaces, size and type, aisle width, curb cuts, drives, sidewalls, driveways, loading areas, and all ingress and egress areas and dimensions.
- Preliminary architectural plan and building elevations.
- List of required permits including but not limited to: driveway access permit, airport height restriction permit (as applicable), soil and erosion control permit (as applicable), on-site wastewater disposal permit, soil evaluation, and other permits necessary for issuance of a zoning permit.
- Indication of areas of outdoor activity (outdoor sales, outdoor storage, or outdoor assembly).
- Location of solid waste disposal receptacles (dumpsters, recycling areas).
- Any other information which the Planning Staff may deem necessary for consideration in enforcing the Zoning Ordinance.



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Commercial Building Permit Application									
Application Date									
Location/Address of Property:									
Description of Proposed Work: _____									
Applicant:							Phone:		
Owner:							Phone:		
Owner Address:					City		St:	Zip:	
Bldg Height:		Length:		Width:		# Stories		Total Project Cost: \$	
Area (sqft) Total :			Finished Heated:			Unfinished:			
Utilities: <input type="checkbox"/> Private Well <input type="checkbox"/> Public Water AND <input type="checkbox"/> Private Septic System <input type="checkbox"/> Public Sewer									
Electrical: # of Amps: _____ <input type="checkbox"/> Temporary Pole <input type="checkbox"/> Generator									
Mechanical: # of Systems: _____ <input type="checkbox"/> Fuel Gas Piping <input type="checkbox"/> Boilers #: _____ <input type="checkbox"/> Hood System(s) #: _____ <input type="checkbox"/> Chiller(s) #: _____ <input type="checkbox"/> Refrigeration #: _____									
Plumbing: # of Baths _____ # of Spas _____ # Water Heaters _____ # Clothes Washers _____ # Additional Sinks _____ # Dishwashers _____ <input type="checkbox"/> Irrigation System <input type="checkbox"/> Fire Sprinkler System									
Fire Prevention: <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Ansil Hood System									
NC Dept. Environmental Health: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A					NC Dept. of Labor: <input type="checkbox"/> Elevator <input type="checkbox"/> Boiler <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A				
NCDENR: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			NCDOT: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			NC Fish & Wildlife: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			
General Contractor:					Phone:			License:	
Address:					City		St	Zip	
Plumbing Contractor:					Phone:			License:	
Address:					City		St	Zip	
Mechanical Contractor:					Phone:			License:	
Address:					City		St	Zip	
Electrical Contractor:					Phone:			License:	
Address:					City		St	Zip	
Fuel Gas Contractor:					Phone:			License:	
Address:					City		St	Zip	
Insulation 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 other applicable State and local laws, ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein. By signing below I attest that I have obtained all subcontractors permission to obtain these permits.									
Owner/Agent Signature: _____ Date: _____									



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AFFIDAVIT FOR WORKER'S COMPENSATION N.C.G.S. 87-14

The undersigned applicant being the:

___ General Contractor

___ Owner

___ Officer/Agent of the Contractor or Owner

Do hereby confirm under penalties of perjury that the person(s), firm(s), or corporation(s) performing the work set forth in the permit

___ Has three (3) or more employees and has obtained workers compensation insurance to cover them.

___ Has one (1) or more subcontractor(s) and has obtained workers compensation insurance to cover them.

___ Has one (1) or more subcontractor(s) who have their own policy of workers compensation insurance to cover themselves.

___ Has no more than two (2) employees and no subcontractors.

While working on the project for which this permit is sought it is understood that the Central Permitting 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.

Company or Owners Name

Owner / Agent Signature

Date