



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

EXTERNAL CHECKLIST FOR RESIDENTIAL BUILDING PERMIT APPLICATION

- Completed residential 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.
- If you are installing an irrigation system you will need to complete a separate irrigation application. This application can be 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, We cannot process any irrigation permits without the proper documentation being provided to our office.
- 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 bedrooms.
 - Replacement or addition of storage buildings, swimming pools, decks, concrete pads, irrigation systems, geothermal systems, driveways, etc.. when in the area of septic system and/or repair area.

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

- A completed residential plot plan included within residential building permit application. The purpose of the residential plot plan is to clearly identify where the proposed and existing structure(s)/building(s) are/ will be located on the property. The residential plot plan shall identify the structure(s)/buildings distances measured to all property lines. The residential plot plan also ensures the proposed structure(s)/building(s) are not being located on top of the existing septic system, septic lines or septic repair area.
- One set of building plans.
- 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.
- 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	Taylor Town: 910-295-4010
Carthage: 910-947-2331	Vass: 910-245-4676
Foxfire: 910-295-5107	Whispering Pines: 910-949-3141
Robbins: 910-948-2431	



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Residential Building Permit Application (Site Built Homes, Modular Homes, Additions, Renovations and Accessory Buildings)					
Application Date: _____					
Location/Address of Property: _____					
Description of Proposed Work: _____ _____					
Applicant (Your Name): _____				Phone: _____	
Property Owner: _____				Phone: _____	
Property Owner Address: _____			City: _____	St: _____	Zip: _____
Type of Project: <input type="checkbox"/> Site Built Home <input type="checkbox"/> Modular Home <input type="checkbox"/> Additions <input type="checkbox"/> Renovations <input type="checkbox"/> Accessory Building					
Bldg Height (ft): _____	# of Stories: _____	# of Bedrooms: _____	Total Project Cost: \$ _____		
Area (sqft) Total: _____	Finished Heated: _____	Unfinished: _____	Garage: _____	Porch(es): _____	Deck(s): _____
Utilities: <input type="checkbox"/> Private Well <input type="checkbox"/> Public Water AND <input type="checkbox"/> Private Septic System <input type="checkbox"/> Public Sewer					
Electric: # of Amps: _____ <input type="checkbox"/> Temporary Pole <input type="checkbox"/> Generator <input type="checkbox"/> Additional Wiring					
Mechanical: # of Systems _____ Type of Systems _____ Size _____ <input type="checkbox"/> Fuel Gas Piping					
Plumbing: # of Baths _____ # of 1/2 Baths _____ # Water Heaters _____ # Clothes Washers _____ # Additional Sinks _____ # of Spas _____ # Dishwashers _____ <input type="checkbox"/> Irrigation System					
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. I understand if this application is incomplete, no inspections will be performed on the project. 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