



Town of Kitty Hawk
Planning & Inspections Department
101 Veterans Memorial Drive, PO Box 549
Kitty Hawk, NC 27949
Phone: 252-261-3552 Fax: 252-261-7900

COMMERCIAL BUILDING PERMIT APPLICATION

Property Address _____ PIN # _____

Property Owner Name: _____

Mailing Address: _____ (City) (State) (Zip)

Phone: (____) _____ Fax: (____) _____ Cell: (____) _____

Email: _____

Tenant Name/Business Name _____

Mailing Address: _____ (City) (State) (Zip)

Phone: (____) _____ Fax: (____) _____ Cell: (____) _____

Email: _____

Lien Agent Details Submitted: [] Yes [] No [] Not Required

Authorized Agent/Contractor: [] Owner [] Builder [] Contractor- License # _____

Name: _____

Mailing Address: _____ (City) (State) (Zip)

Phone: (____) _____ Fax: (____) _____ Cell: (____) _____

Email: _____

Sub-contractor Information: A \$100.00 fee applies to each subcontractor. An affidavit will need to be signed by each subcontractor prior to beginning work.

Table with 3 columns: Contractor, NC License No., Phone #. Rows include Electric, Plumbing, HVAC, Fuel Piping, Irrigation, Low Voltage, Sprinkler, Fire Suppression Sys, and Fire Alarm & Detection Sys.

No Work shall be covered or concealed until approved by the Kitty Hawk Building Inspector

General Description of Work: _____

Type of Business: _____

Class of Work

- Multi-Family Commercial Bldg Accessory Bldg.
 Other _____

Type of Action:

- New Addition Remodel Repair/Replace
 Roofing Siding Moving Demo
 Other _____

Total Estimated Cost of Construction

(includes value of all labor and all materials):

\$ _____

Utilities (please circle one);

Water: Dare Co. / Well

Private Sewer / Septic

Electric: Underground / Overhead

Amperage _____

Phase _____

Voltage _____

Flood Zone: _____

Base Flood Elevation _____

Proposed Building Details:

No. Stories: _____ Bldg Height: _____

No. Units: _____

Foundation Type _____

Roofing Material _____

Exterior Finish: _____

Parking Lot Area : _____

of Parking Spaces: _____

A/C: _____ Heat Type: _____

Appendix B (if applicable)

Square Footage:	Existing	Proposed
Heated Floor Area:	_____	_____ sq ft
Unheated Area:	_____	_____ sq ft
Porch:	_____	_____ sq ft
Deck:	_____	_____ sq ft
TOTAL:	_____	_____ sq ft
Parking Lot Area :	_____	_____ sq ft

Staff to Complete FIRM Data:

Map Panel #: _____

Effective Date: _____

Flood Zone: AE VE X

Base Flood Elevation (BFE): _____

Regulatory Flood Protection Elevation: _____

STAFF USE ONLY:

Date: _____

Complete Application: Y N

Received By: _____

Date of Complete Application: _____

LIEN AGENT INFORMATION

Effective April 1, 2013

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to issue any permit where the project cost is \$30,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence **OR** the property owner has designated a lien agent and provided the inspections office with the information below:

Name of Lien Agent _____

Mailing address of Agent _____

Physical address of Agent _____

Telephone _____ Fax _____

Email _____

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

Excerpt from North Carolina G.S. 160A-417:

“(Effective April 1, 2013) No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued.”



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General Contractor: Name _____
 Business Name _____
 Business Address _____

 Business Phone(____) _____
 NC State License # _____
 License Limit \$ _____

Project Information: Property Owner _____
 Location of Job _____

A surety bond in the amount of five thousand dollars (\$5000.00) payable to the town conditioned upon the completion of construction in accordance with the North Carolina State Building Code and all applicable statutes and ordinances, and the repair of any public facilities, including street, waterlines and utilities which are damaged during the course of construction, where applicable.

Insurance Company _____

I the undersigned have read and understand the General Statutes pertaining to General Contracting in North Carolina. I hereby affirm or swear I am licensed and qualified to assume all responsibility and liability of a general contractor upon this project. If I resign or am no longer affiliated with this project, I will notify the local authority (Town of Kitty Hawk Building Inspector) immediately by phone or in person and in writing within three (3) working days.

Signature _____

Date _____

North Carolina

_____ County

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this the _____ day of _____

My commission expires _____

Notary Public



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 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) employees 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 worker's 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: _____