

Single Family, Duplex, or Townhouse Building Permit Application

(This package contains forms and illustrations to assist an applicant in applying for a building permit for a single family dwelling, a duplex, or townhouses)



Town of Boone
Development Services Department
 1510 Blowing Rock Road
 Boone, North Carolina 28607
 Phone (828) 268-6960 ♦ Fax (828) 268-6961
www.townofboone.net

OFFICIAL USE ONLY	
Project File Name:	Building Permit #:
Date Application Received:	Date Building Permit Fee Paid:
Amount Permit Fee Paid:	Receipt #:
Date Zoning Permit Issued:	Zoning Permit #:
<div style="border-top: 1px solid black; margin-top: 10px; width: 100%;"> Zoning Approval Date </div>	<div style="border-top: 1px solid black; margin-top: 10px; width: 100%;"> Date Building Permit Issued </div>
<div style="border-top: 1px solid black; margin-top: 10px; width: 100%;"> Building Approval </div>	<div style="border-top: 1px solid black; margin-top: 10px; width: 100%;"> Date Building Permit Issued </div>

This checklist is intended to assist the user in providing critical information for obtaining a Building Permit for a single family dwelling, duplex or townhouse. This list cannot include every unique situation but can be used for most typical projects. Supplying the most accurate and complete information on this list will prevent delays in issuing a permit and possibly reduce construction correction costs.

Submit a completed Single Family/Duplex/Townhouse Building Permit Application form.

Submit two (2) copies of plans and specifications. *There will need to be a minimum of two copies of floor plans. These plans will need to be drawn to scale or indicate sufficient dimensions to know the sizes of every room. No electrical or plumbing plans are required except for showing the location of plumbing fixtures for clearance requirements. The rooms should be labeled as to their use, i.e. living room, bedroom, bath, etc (see example). Information will need to be included concerning structural and insulation requirements. This can be accomplished by providing a wall section as shown in **Exhibit A** or providing the completed **Specification sheet**. All plans and specifications shall bear the name, address and signature of the designer. One of these plans will be returned to the applicant with the Building Permit when it is issued. It will be marked "jobsite copy" and will need to be kept on the site for installation and inspection purposes. (Note: See other requirements below for Modular Construction, duplexes and townhouses)*

Submit two (2) copies of plans showing the dwelling unit fire rated separation for duplexes and townhouses. *This requirement does not apply to single family dwellings. Reference the NC Residential Code definition for townhouses and section R321 for fire rating requirements.*

Submit two (2) copies of approved plans for modular construction. *Modular construction is a type of construction where most or all of the building is assembled in a factory and then shipped to a site. These type buildings are required to be inspected and labeled by a third party inspection agency. Likewise the plans are approved by the same third party inspection agency. These plans are far more detailed and show all aspects of the building. The approved plans will bear the stamp and signature of the third party inspection agency. The company the modular home is being purchased from should be able to get these plans. Typically foundations and decks, etc. are built on site and are not included in the modular construction plans. Information concerning these structural elements should be submitted as described above.*

Submit a copy of an "Authorization for Wastewater System Construction" from the Appalachian District Health Department. *This form is for the septic tank and will not apply if the home will be connected to the Town of Boone sewer system (see example).*

Submit contractor regulation check sheets. *There is one form for each contractor working on the project. For example; general contractor (builder), plumber, electrician, heat/ac person, gas installer (if different than the plumber or heat contractor). There are also individual forms for cases where there are exceptions to having a NC license.*

Submit a completed Affidavit of Workers Compensation Coverage form.

Submit the permit application fee. *These fees will be determined by the staff according to the approved fee schedule. Copies of the fee schedule are available.*

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Project Information-Print or Type			
Project File Name:		Application Date:	
Project Location:		Project Phone:	
Project Address:			
Applicant Name:		Applicant Phone:	
Applicant Address:		Applicant Fax:	
Property Owner Name:		Property Owner Phone:	
Property Owner Address:		Property Owner Fax:	
Subdivision Name:			
Watauga County Parcel Identification Number(s):			
Project Description:		Total Project Cost: \$	
Construction Information			
Building Height:	Number of Stories:	Area Per Floor (Sq. Ft.):	Total Building Area (Sq. Ft.):
Total Heated Area:	Total Unheated Area:	Number of Bedrooms:	Elevators: <input type="checkbox"/> Yes <input type="checkbox"/> No
Types of Building (Check all that Apply): <input type="checkbox"/> New <input type="checkbox"/> Renovation <input type="checkbox"/> Existing <input type="checkbox"/> Demolition <input type="checkbox"/> Addition <input type="checkbox"/> Other _____		Previous Type of Occupancy: <input type="checkbox"/> Single-Family Dwelling <input type="checkbox"/> Other _____ <input type="checkbox"/> Not Applicable	
Application is for (check all that apply): <input type="checkbox"/> Single-Family Dwelling <input type="checkbox"/> Duplex <input type="checkbox"/> Townhouse - Number of Units: _____ <input type="checkbox"/> Modular			
Utility Information			
Water: <input type="checkbox"/> Public <input type="checkbox"/> Private	Private Health Dept. Permit #:	Sewer: <input type="checkbox"/> Public <input type="checkbox"/> Private	Private Health Dept. Permit #:
Type of Heating Fuel: <input type="checkbox"/> Wood <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Other _____			Air Conditioning: <input type="checkbox"/> Yes <input type="checkbox"/> No

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INSTRUCTIONS

1. Place an 'x' in the box for the type(s) of work to be covered by this application and provide the additional information.
2. If a Section does not apply to the project, mark N/A.

General Construction

Contractor Name:	Contractor Phone:	Estimated Cost of Construction: \$
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Electrical

Contractor Name:	Contractor Phone:	Estimated Cost of Construction: \$
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Fire Alarm System

Contractor Name:	Contractor Phone:	Estimated Cost of Construction: \$
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Mechanical

Contractor Name:	Contractor Phone:	Estimated Cost of Construction: \$
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Plumbing

Contractor Name:	Contractor Phone:	Estimated Cost of Construction: \$
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Sprinkler Protection

Contractor Name:	Contractor Phone:	Estimated Cost of Construction: \$
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Gas Piping

Contractor Name:	Contractor Phone:	Estimated Cost of Construction: \$
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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 Development Services Department will be notified of any changes in the approved plans and specifications for the project permitted herein. I am the owner of the above property or I am acting as the owner's agent.

Owner/ Applicant (Print)

Owner/Applicant Signature

Date

NOTE: NC Building Code requires a copy of the approved building plan to be kept on the job site. Pick up your approved job site plan when the permit has been issued.