City of Southport
Application
Checklist For A Building Permit

Applicant is required to have the following before application for permit will be processed. Attach this sheet to the front of your application.

- Completed Application (with Parcel Number ID and address of project)
  PERMIT WILL NOT BE ISSUED WITHOUT PARCEL NUMBER AND ADDRESS (NO KIDDING!!!!!!)
- Detailed Survey Plat
- Owner Built Affidavit (State Owner Built if over $29,000)
- Contractors Affidavit
- Affidavit of Workers’ Compensation Insurance
- Prescriptive Compliance Worksheet
- Public Service Location Application
  Signed by Public Service Director
- Septic Tank Permit (ETJ)
- Tree Permit Application
  Signed by City Planner

All necessary forms are completed and signed: ____________________________

Applicants Signature

Notes

Permits needed for new construction, renovations, decks, docks, bulkheads, pools, fences, mobile homes, modular homes, garages, accessory buildings (any size), etc.

All permits must be posted in protective coverings, visible from the road.

No home can be occupied until a Certificate of Occupancy is issued.

House numbers must be posted ON THE HOUSE visible from the road.

Contractor or Owners acting as contractors shall be responsible for knowing ALL State and local building ordinances. Section 9-92 (8) City Code, prohibits construction activities on Sunday except in case of urgent necessity in the interest of public safety and then only with permit from the Building Inspector.

All work must conform with North Carolina State Building Codes and local City Codes.

Oversight on the part of any inspector or other official or employee of the inspection department shall not legalize the violation of any provision of the City regulatory code or State building code.

Contractors or Owners acting as their own contractor are responsible for calling for inspections.
A. Property Owner

Mailing Address

City ___________________ State ______ Zip code __________

Telephone _______ Fax _______ Email __________

B. Property Description: Tax Parcel #: __________________________
   (3 #’s) (2 Letters) (3 or more #’s)
   Street Address (To be assigned) __________________________

C. Attach survey plat with location of structure on lot with setbacks.

D. Zoning Regulations

Total Project Cost ________
Number of Buildings _______ Height as Planned _______ Lot Area ______
Corner □ Yes □ No Flood Zone □ A □ V Elevation ______

E. Building Characteristics

Length _________ Ft Width _________ Ft Heated Area _________ Sq Ft
No of Stories _________ Unheated _________ Sq Ft Carport _________ Sq Ft
Covered Porches _________ Sq Ft Open Deck _________ Sq Ft No. of Bedrooms ______
No. of Baths _________ Basement □ Y □ N
Sewer _________ Septic Permit No. ________________

F. Type of Construction

New Construction □ Mobile Home □ Remodel □ Demolition □
Modular Home □ Addition □ Repair □ Removal □

G. Fireplace - Woodstove - Prefab

Type ___________________ Number ________________
Chimneys ___________________ Vents ________________
H. Contractors

Building ____________________________ License # ____________________________
Address ___________________________ Phone # ____________________________
City ____________________________ State ______ Zip ______ Fax # ____________________________
Email ____________________________

Plumbing ___________________________ License # ____________________________
Address ___________________________ Phone # ____________________________
City ____________________________ State ______ Zip ______ Fax # ____________________________
Email ____________________________

Mechanical ___________________________ License # ____________________________
Address ___________________________ Phone # ____________________________
City ____________________________ State ______ Zip ______ Fax # ____________________________
Email ____________________________

Electrical ___________________________ License # ____________________________
Address ___________________________ Phone # ____________________________
City ____________________________ State ______ Zip ______ Fax # ____________________________
Email ____________________________

Other ____________________________ License # ____________________________
Address ___________________________ Phone # ____________________________
City ____________________________ State ______ Zip ______ Fax # ____________________________
Email ____________________________

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 and ordinances and regulations. The Inspection 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.

THE NC BUILDING CODE REQUIRES A COPY OF THE APPROVED PLAN TO BE KEPT ON THE JOB SITE. PICK UP YOUR APPROVED JOB SITE PLAN WHEN YOUR PERMIT HAS BEEN ISSUED.

Owner/Agent Signature ____________________________________________
Date ____________________________

************ FOR OFFICE USE ONLY ************

Date Application Received: ____________________________ Date Building Permit Paid: ____________________________ Amount Permit Fee Paid: ____________________________ HRF Paid: ____________________________

Approved: ____________________________ Denied: ____________________________ Non Conforming ____________________________

N/A ☐ $10.00 ☐ Variance ____________________________
AFFIDAVIT
APPLICATION FOR PERMIT TO PERFORM BUILDING CONSTRUCTION
UPON APPLICANT'S OWN PROPERTY

The undersigned hereby makes application to the City of Southport Building Inspector, for the issuance of a permit to entitle applicant to perform building construction work upon his own property, and in support thereof, swears or affirms, under the penalties provided by law, that all information contained herein, and in the application for Building Permit Number _____, is true of my own knowledge and belief, and that:

1. If granted the permit herein applied for, Applicant will perform or personally supervise the specific work contemplated hereby and upon the improvements described in the aforesaid Building Permit Application.

2. The Applicant is the sole, or joint owner, of the property upon which the work contemplated will be done and that said property or the contemplated improvements are not presently intended for sale and there is no present contemplation to utilize said premises for sale.

3. Applicant is personally familiar with the laws of the State of North Carolina and the Ordinances of the City of Southport applicable to building construction.

4. The Applicant is competent to perform the work for which this permit is requested in a manner which will meet all statutory and ordinance requirements; and is fully aware that all work done under the permit requested shall be subject to regular inspection requirements and fees. If applicant fails to comply with North Carolina Building Codes, that final approval of the work will not be granted and Applicant will, or may, incur additional expenses for correcting
violations, and additional fees for re-inspection thereof.

5. That the City of Southport, the Building Inspection Department, and The Inspectors and Personnel thereof are hereby relieved from all responsibility and/or liability by reason of the contemplated work not being done by a licensed contractor.

6. That Applicant understands that the permit hereby requested shall automatically expire upon the completion of the work for which this application is made.

NOTE: ALL STAGES OF WORK MUST BE INSPECTED, OWNER IS RESPONSIBLE FOR ALL INSPECTIONS.

Applicant                      Seal                      Witness

_____/_____/_____
Date

The foregoing application for Permit to perform building construction upon Applicant's own property, as herein above specified is:

Approved: ___/____  Date:___/_____/_____
Yes  No

Denied:  ___/____  Date:___/_____/_____
Yes  No

Referred: ___/____  Date:___/_____/_____

Building Inspector
City of Southport
North Carolina
City of Southport

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
   insurance covering them.

☐ has/have one or more subcontractor(s) who has/have their own policy of workers’
   compensation covering themselves.

☐ has/have not more than two (2) employees and no subcontractors,

understood that the City of Southport Inspection 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.

Firm name: _____________________________________________

Signature: ______________________________________________

Title: ___________________________________________________

Date: ___________________________________________________
CERTIFICATION AS TO STATUS OF LICENSURE TO THE CITY OF SOUTHPORT

FOR THE GENERAL CONTRACTOR TO SIGN:

I understand that I am signing this document under oath; I certify that I am making a truthful statement. I have entered into a construction contract where the cost of the undertaking exceeds $30,000.00; the contract, whether written or oral, is in the exact name as listed with the NC Licensing Board for General Contractors. I am not in a partnership (including any “joint venture” unless in compliance with 21 NCAC12.0207) with any unlicensed entity. I certify that I am presently licensed under the name __________________________ License number __________________________

My license is active and in good standing. I have filed all the necessary renewal forms with the NC Licensing Board for General Contractors. I am not presently under any disciplinary order issued by the NC Board of General Contractors which disqualifies me for a building permit. I certify to this building inspections department that I have paid license tax (es) as required by the NC Department of Revenue; I have in effect all required workers’ compensation insurance coverage. I have filled out the attached worksheet/affidavit regarding workers’ compensation and I agree to submit certificates of insurance coverage upon demand by the building inspector. I understand that I am responsible for ascertaining whether I am obligated by law to obtain workers’ compensation insurance and to assure that my insurance coverage is adequate. I have made all reasonable inquiries of the appropriate authorities and/or sought private legal counsel to assure that I am providing all workers’ compensation coverage required by law. I understand that a licensed General Contractor must pay a $5.00 fee upon applying for a residential building permit pursuant to GS 87-15.3 “Homeowners’ Recovery Fund” Act of North Carolina, $4.00 of which the permitting official shall forward to the NC Licensing Board of General Contractors. I understand that the unlicensed practice of general contracting is a criminal offense under GS Section 87-13 and that I may be sued by the NC Licensing Board for General Contractors for an injunction if I practice without a license as required by law. I also understand that under NC case law, an unlicensed practitioner may be barred from recovery of any civil damages if the job owner refuses to pay. I have been informed that any authority issuing a building permit to an unlicensed contractor where a license is required may be found guilty of a misdemeanor and I certify to this department that they may rely on my statement as truthful regarding the status of my license.

This the ______ day of __________ 20_____. __________________________

Signature of applicant

Sworn and subscribed before me this the ______ day of __________ 20_____.

(seal)

_________________________ Notary Public

_________________________ Commission Expiration

C:\Documents and Settings\Wayne Strickland\My Documents\WPWIN\Buildinfo\CERTIFICATION AS TO STATUS OF LICENSURE TO THE CITY OF SOUTHPORT.wpd
STATE OF NORTH CAROLINA

City of Southport

(Inspection Department)

Parcel Identification Number and address where the building is to be constructed: PIN

Address

Type of construction: □ Residential □ Commercial □ Industrial □ Other

Intended use after completion (e.g. Personal residence):

Building permit number associated with this application:

I, ___________________________ (Print Full Name) ____________________ (Phone Number)

hereby claim exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provision in paragraph 1 and initialing paragraphs 2-5 below attesting to the following:

1. _____ I certify I am the owner of the property set forth above on which a building is to be constructed or altered and for which application for a building permit is hereby made;
   OR
   _____ I am legally authorized to act on behalf of the firm or corporation that is constructing or altering this building on the property owned by the firm or corporation as set forth above:

   ______________________________ (Name of Firm or Corporation)

2. _____ I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1, Chapter 87 of the General Statutes of North Carolina.

3. _____ I will be on site regularly during construction and I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.

4. _____ I understand that by executing this licensing exemption AFFIDAVIT pursuant to G.S. 87-1(b)(2), I am required by law to occupy the building for which the licensing exemption is granted for twelve months after completion, during which time it may not be offered for rent, lease or sale.

4. _____ I understand a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification I am validly entitled to claim an exemption under G.S. 87-1(b)(2) for the building construction or alteration specified herein. I further understand if the North Carolina Licensing Board for General Contractors determines I am not entitled to claim this exemption the building permit issued for the construction or alteration specified herein shall be revoked pursuant to G.S 153A-362 or G.S. 160A-422.

______________________________ (Signature of Affiant) ___________________________ (Date)

Sworn or affirmed and subscribed before me this the _______ day of ______________________, 20__

______________________________ (Signature of Notary Public) ___________________________ (Notary Stamp or Seal)

(Printed Name of Notary Public)
Owner-Contractor Building Construction Projects – New Legal Requirements

Introduction
The 2011 General Assembly enacted legislation (S.L. 2011-376) imposing new requirements for building construction projects supervised by the property owner himself in lieu of hiring a licensed general contractor ("owner-contractor projects"). The new requirements went into effect on June 27, 2011 and now apply to all owner-contractor projects. The information below summarizes the new law, and discusses some practical questions that may arise as local governments, building inspectors, and citizens comply with the new requirements.

Summary of New Legal Requirements

Current Law: North Carolina law currently requires any building construction or alteration project costing $30,000 or more to be superintended (supervised and managed) by a general contractor licensed in this state. (G.S. 87-1) Exempt from this requirement are building construction projects where the property owner intends to solely occupy the building being altered or built on his own property. If the building is not occupied solely by the property owner for at least 12 months following completion of the project, it is presumed that the property owner did not intend to solely occupy the building. (G.S. 87-1(b)(2)) If the property owner meets these criteria, he can, in essence, act as his own general contractor and perform the duty of superintending the construction project himself and thus, is exempt from the requirement of hiring a licensed general contractor. However, the law does not allow the property owner to obtain a building permit under this exemption and then delegate his duty to superintend the construction project to an unlicensed person. This duty can only be delegated to a general contractor licensed in this state. The new legislation is intended to strengthen enforcement of the exemption to help ensure that building construction and alteration projects otherwise required to be superintended by a licensed general contractor are not, in fact, being superintended by unlicensed persons who are not eligible under the owner-contractor exemption.

Local governments sometimes use the owner-contractor exemption as a cost-saving measure on public building construction projects, electing to act as their own general contractor and directly supervising their subcontractors in lieu of hiring a general contractor to superintend the project on their behalf. Local governments are subject to the same eligibility criteria and restrictions under the exemption as are private property owners.

This exemption applies to building alteration or construction projects on property owned by individuals as well as firms and corporations (including local governments). The
exemption – and the criteria for eligibility under the exemption – applies to both residential and commercial building construction projects.

**New Requirements:** S.L. 2011-376 (H 648) does not change the eligibility criteria under which a property owner qualifies for the owner-contractor exemption. Instead, the legislation amends G.S. 87-14 to now require a property owner who wishes to act as his own general contractor to submit an affidavit to the local building inspector verifying his eligibility for the owner-contractor exemption. The person executing the affidavit must attest to three facts:

1. The person is the owner of the property on which the building is being constructed or altered, or, if the property is owned by a firm or corporation, the person is legally authorized to act on the firm or corporation’s behalf;
2. The person will personally superintend and manage all aspects of the construction or alteration of the building, and that he will not delegate this duty to any other person who is not a licensed general contractor; and
3. The person will be personally present for all building inspections required under the North Carolina State Building Code (this last requirement does not apply if the plans for the building were drawn and sealed by a licensed architect).

The local building inspector is required to submit the affidavit to the North Carolina Licensing Board for General Contractors for verification that the property owner is eligible to act as his own general contractor under the exemption to G.S. 87-1. If the Board determines that the property owner is not eligible for the exemption, the building permit issued for the construction project must be revoked. In addition, local building inspectors are prohibited from conducting building inspections during construction if the property owner is not personally present during the inspection (this prohibition does not apply if the building plans were drawn and sealed by a licensed architect).

**Application to Local Government Building Projects:** These requirements do apply to local governments that choose to act as their own general contractor on public building construction or alteration projects. However, the legislation does not specify which employee or official must submit the affidavit on behalf of the local government. Given the formal requirement of submitting a verified affidavit, the individual should be:

1. Legally authorized to act on behalf of the unit of government (such as the manager, finance officer, or public works director);
2. Capable of personally supervising the construction project (the individual does not have to be a licensed general contractor, but should be someone with enough knowledge and experience to properly supervise the construction project);
3. Able to be personally present at all building inspections (unless the plans are drawn and sealed by a licensed architect); and
4. Clearly authorized in writing to undertake these activities on behalf of the unit of government, including submitting the required affidavit.
Frequently Asked Questions

1. **What building construction projects are required to be superintended by a licensed general contractor?**
   Under North Carolina law (G.S. 87-1), the construction of any building, highway, public utilities, grading or any improvement or structure where the cost of the construction is $30,000 or more must be superintended (supervised and managed) by a general contractor who is licensed in this state. A licensed general contractor is also required for erecting a North Carolina labeled manufactured modular building meeting the North Carolina State Building Code. Among the exemptions to this requirement are “owner-contractor” projects discussed in Question 2.

2. **Who is eligible for the “owner-contractor” exemption?**
   A property owner can act as his own general contractor and thus be exempt from the requirement to hire a licensed general contractor for building projects costing $30,000 or more if the property owner (including the owner’s family) intends to solely occupy the building being altered or built on his property. If the building is not solely occupied by the property owner for at least 12 months following completion of the project, it is presumed that the property owner did not intend to solely occupy the building. (G.S. 87-1(b)(2))

   In addition, a property owner who acts as his own general contractor must personally supervise and manage the building construction or alteration project for which the building permit was obtained under the exemption. The property owner cannot then delegate this duty to an unlicensed person to superintend the project on his behalf. After the building permit has been obtained pursuant to the exemption, the property owner can only delegate this duty to a general contractor licensed in this state.

   This exemption applies to building alteration or construction projects on property owned by individuals as well as firms and corporations (including local governments). The exemption – and the criteria for eligibility under the exemption – applies to both residential and commercial building construction projects.

3. **How does a property owner qualify for the exemption?**
   If a property owner meets the eligibility requirements for the “owner-contractor” exemption (he owns the property on which the building is being altered or constructed and intends to solely occupy the building once completed), the property owner must submit a verified affidavit to the local building inspector attesting to certain facts when the property owner applies for a building permit. The building inspector cannot issue a building permit unless the property owner submits the affidavit.

4. **What information must the affidavit contain?**
   At a minimum, the affidavit must attest to the following three facts:
   1. The person is the owner of the property on which the building is being altered or constructed, or if the property is owned by a firm or corporation, the person is legally authorized to act on the firm or corporation’s behalf;
2. The person will personally superintend and manage all aspects of the construction of the building, and that he will not delegate this duty to any other person who is not a licensed general contractor; and

3. The person will be personally present for all building inspections required under the North Carolina State Building Code (this last requirement does not apply if the plans for the building were drawn and sealed by a licensed architect).

5. Is the property owner required to submit any additional information or supporting documentation with the affidavit?
   The new law does not require that the property owner submit any additional information or supporting documentation with his affidavit. However, a local building inspector may ask questions, require the property owner to fill out a questionnaire or form, or request additional information in determining whether the property owner appears to qualify for the exemption prior to issuing the building permit.

6. Who must sign the affidavit?
The affidavit must be signed by the owner of the property on which the building is being constructed. An individual who is or will be occupying the structure but who does not have an ownership interest in the property cannot sign the affidavit. If the property is owned by a firm or corporation (including a unit of local government), the person submitting the affidavit must be legally authorized to act on the entity's behalf.

7. If the property is owned by multiple individuals (not a firm or corporation), do all property owners have to sign the affidavit?
The new law is not clear on this point. The language of G.S. 87-14(a)(1)a. does not specifically require all individual property owners to sign the affidavit, so it is reasonable to assume that the affidavit may be signed by only one of the property owners. For example, if the property is jointly owned by a husband and wife, the affidavit does not have to be signed by both spouses and may be signed by either the husband or the wife. However, if the husband and the wife sign the affidavit, then they both must personally supervise the building project and be personally present at all building inspections (unless the plans were drawn and sealed by a licensed architect).

8. If the property is owned by a firm or corporation, do all partners in the firm or corporation have to sign the affidavit?
   No. The new law is clear on this point, and only requires the affidavit to be executed by a person who has legal authority to act on behalf of the firm or corporation (including a unit of local government). It would be wise for the person who is acting on behalf of the firm or corporation to have this legal authority in writing.

9. If the property is owned by an individual, can that individual authorize someone else to sign the affidavit on his behalf?
   No. G.S. 87-14(a)(1)a. specifically requires the person submitting the affidavit to attest that he or she owns the property on which the building is being altered or constructed. Only in the case of property owned by a firm or corporation (including a unit of local government) can an individual be authorized to act on the property owner's behalf.
10. Is a form affidavit available?
Yes. A form affidavit has been developed by the UNC School of Government and has been approved by the North Carolina Licensing Board for General Contractors. A copy of the form affidavit is available on the SOG’s website at http://dailybulletin.unc.edu/summaries11/category18.html.

11. What does the building inspector do with the affidavit?
The building inspector must transmit a copy of the affidavit to the North Carolina Licensing Board for General Contractors for verification that the property owner is validly entitled to claim the exemption under G.S. 87-1(b)(2).

12. What kind of review does the Licensing Board conduct?
The Licensing Board is required to review the affidavit to verify that the property owner was validly entitled to claim the exemption under G.S. 87-1(b)(2).

13. What is the time frame for the Licensing Board’s determination?
The new law does not specify the time frame within which the Licensing Board must render a determination as to the property owner’s eligibility to claim the exemption under G.S. 87-1(b)(2).

14. Must the building inspector wait for a determination from the Licensing Board before issuing the building permit?
No. The new law does not require the building inspector to delay issuing the building permit pending the Licensing Board’s review of the affidavit submitted by the property owner. In fact, if the affidavit appears valid when presented to the building inspector and, based on the information contained in the affidavit along with other information the building inspector might request, the owner appears to be eligible for the exemption, the building inspector does not have a valid legal basis to delay issuing the building permit if all other permit requirements have been met. A local building inspector may ask questions, require the property owner to fill out a questionnaire or form, or request additional information in determining whether the property owner appears to qualify for the exemption prior to issuing the building permit.

15. What happens if the Licensing Board determines that the owner is not eligible for the owner-contractor exemption?
If the Board determines that the property owner is not eligible for the exemption under G.S. 87-1(b)(2), the Board will notify the building inspector of its determination and the building inspector is required to revoke the building permit pursuant to either G.S. 153A-362 (for counties) or G.S. 160A-422 (for cities).

16. What does the property owner do if his building permit is revoked?
If a building permit is revoked, all construction activity must cease. In addition, other permits obtained under state or local laws applicable to the project also may be revoked. The property owner then has three choices: (1) modify his circumstances to become...
eligible for the exemption; (2) hire a licensed general contractor to superintend the project; or (3) abandon the project altogether. Any resumption of construction activity on the project will require the issuance of a new building permit (and perhaps other permits applicable to the project).

17. **Does the property owner have to be present at all building inspections?**
Yes. One of the facts to which the property owner (or person legally authorized to act on behalf of the firm or corporation owning the property) must attest in the affidavit is that he or she will be personally present at all building inspections required by the North Carolina State Building Code. If the person who executed the affidavit is not personally present, the building inspector is not allowed to conduct the inspection. This requirement does not apply if the plans for the building were drawn and sealed by a licensed architect.

18. **Can the property owner delegate the responsibility of supervising the building project to someone else?**
No. One of the facts to which the property owner (or person legally authorized to act on behalf of the firm or corporation owning the property) must attest in the affidavit is that he or she will personally superintend and manage all aspects of the alteration or construction of the building and will not delegate this duty to any other person who is not a general contractor licensed in this state. If the person who executed the affidavit becomes unwilling or unable to personally supervise the project once construction has started, he or she can only delegate this responsibility to a general contractor licensed in this state.

19. **Are there any penalties for violating the new law?**
Yes. If the Licensing Board determines that the property owner was not eligible for the exemption under G.S. 87-1(b)(2), the building inspector must revoke the building permit pursuant to either G.S. 153A-362 (for counties) or G.S. 160A-422 (for cities). If the building construction does not cease or resumes without complying with applicable state laws, G.S. 87-13.1 authorizes the Licensing Board to apply to Superior Court for a restraining order and injunction to stop further construction activity, and the court may order the property owner to pay for the Board’s reasonable costs associated with investigating and prosecuting the violation. Continued construction activity by the property owner may also constitute a violation of the requirements of G.S. 87-1, which is punishable as a Class 2 misdemeanor. In addition, swearing falsely on the affidavit (perjury) is also a criminal offense punishable as a Class F felony. (G.S. 14-209)

20. **If I have any questions or need more information, who can I contact?**

<table>
<thead>
<tr>
<th>General questions about the new law:</th>
<th>General contractor licensure:</th>
<th>Building code enforcement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNC School of Government Norma Houston <a href="mailto:nhouston@sog.unc.edu">nhouston@sog.unc.edu</a> Rich Ducker <a href="mailto:ducker@sog.unc.edu">ducker@sog.unc.edu</a></td>
<td>North Carolina Licensing Board for General Contractors (919) 571-4183</td>
<td>N.C. Department of Insurance Office of State Fire Marshall Engineering Division (919) 661-5880</td>
</tr>
</tbody>
</table>
Prescriptive Compliance Worksheet

This worksheet(s) shall be provided on all one and two family dwellings and/or room additions. Trade-off calculations for any component shall be attached with this sheet showing a BTU-for-BTU evaluation. Trade off calculations may be performed by satisfying the requirements of the 2000 Res Check Version 3.0-2000 except that high efficiency equipment may not be traded off against envelope components. A worksheet shall be provided for each different assembly. The entries in this Appendix do not include all products.

City of Southport is in Zone 6

Prescriptive Compliance for Ceiling

<table>
<thead>
<tr>
<th>Component</th>
<th>Products</th>
<th>R-Value Between Framing</th>
<th>To Be Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside Air Film</td>
<td>(to be included for all situations)</td>
<td>0.61</td>
<td>0.61</td>
</tr>
<tr>
<td>Interior Finish</td>
<td>1/2&quot; Drywall</td>
<td>0.45</td>
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<tr>
<td></td>
<td>5/8&quot; Drywall</td>
<td>0.56</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Other)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mineral Fiber or loose fill or cellulose</td>
<td>R-19 Batts</td>
<td>19.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R-22 Batts</td>
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</tr>
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<td></td>
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<td>R-38 Batts</td>
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</tr>
<tr>
<td></td>
<td>(Other)</td>
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<tr>
<td>Sheathing on Inside of Rafters</td>
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<td>&quot; Extruded Polystyrene Foam</td>
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</tr>
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<td></td>
<td>&quot; Polyurethane</td>
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<tr>
<td></td>
<td>(Other)</td>
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</tr>
<tr>
<td>Outside Air Film</td>
<td>(to be included for all situations)</td>
<td>0.17</td>
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</table>

**Total R-Value Between Framing of Ceiling** (Must be 31 or More)

Trade-off calculations (E-2501.7) must be attached for cathedral ceilings of less than R-31

Prescriptive Compliance For Floors

<table>
<thead>
<tr>
<th>Component</th>
<th>Products</th>
<th>R-Value Between Framing</th>
<th>To Be Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside Air Film</td>
<td>(to be included for all situations)</td>
<td>0.61</td>
<td>0.61</td>
</tr>
<tr>
<td>Mineral Fiber</td>
<td>R-19 Batts</td>
<td>19.00</td>
<td></td>
</tr>
<tr>
<td>Flooring</td>
<td>(sub-floor + finished floor value)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Air Film</td>
<td>(to be included for all situations)</td>
<td>0.17</td>
<td></td>
</tr>
</tbody>
</table>

**Total R-Value Between Framing of Floor** (Must be 20 or More)

SLAB-ON-GRADE must have R-5 perimeter insulation extending 24" (total) down and underneath but at least to the frost line.
## Prescriptive Compliance For Opaque Wall

<table>
<thead>
<tr>
<th>Component</th>
<th>Products</th>
<th>R-Value Between Framing</th>
<th>To Be Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside Air Film</td>
<td>(to be included for all situations)</td>
<td>0.68</td>
<td></td>
</tr>
<tr>
<td>Interior Finish</td>
<td>1/2&quot; Drywall</td>
<td>0.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5/8&quot; Drywall</td>
<td>0.56</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interior Paneling</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(other)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mineral Fiber</td>
<td>R-11 Batts</td>
<td>11.00</td>
<td></td>
</tr>
<tr>
<td>w/Vapor Retarder</td>
<td>R-13 Batts</td>
<td>13.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R-15 Batts</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R-19 Batts Compressed to 5 1/2&quot;</td>
<td>18.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R-21 Batts</td>
<td>21.00</td>
<td></td>
</tr>
<tr>
<td>Loose Fill</td>
<td>Cellulose fiber insulation</td>
<td>12.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3.5 pcf x 3 1/2&quot;)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(other)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheathing</td>
<td>1/2&quot; Reg Density fiber insulation board</td>
<td>1.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/2&quot; Inter. Density fiber insulation board</td>
<td>1.22</td>
<td></td>
</tr>
<tr>
<td></td>
<td>25/32&quot; Reg. Density fiber insulation board</td>
<td>2.06</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/8&quot; Plywood/OSB</td>
<td>0.47</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/2&quot; Plywood/OSB</td>
<td>0.62</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5/8&quot; Plywood/OSB</td>
<td>0.77</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/4&quot; Plywood/OSB</td>
<td>0.93</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/2&quot; Expanded Polystyrene Foam</td>
<td>1.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/4&quot; Expanded Polystyrene Foam</td>
<td>2.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1&quot; Expanded Polystyrene Foam</td>
<td>3.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/2&quot; Extruded Polystyrene Foam</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/4&quot; Extruded Polystyrene Foam</td>
<td>3.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1&quot; Extruded Polystyrene Foam</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/4&quot; Polyurethane with impermeable facing</td>
<td>5.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1&quot; Urethane</td>
<td>7.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/4&quot; Urethane</td>
<td>5.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(other)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterior Finish</td>
<td>1/2&quot; Hardboard</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/8&quot; Plywood</td>
<td>0.47</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alum., Vinyl, or Steel siding (hollow-backed)</td>
<td>0.62</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/2&quot; Beveled, 8&quot; lapped siding</td>
<td>0.81</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/4&quot; Beveled, 10&quot; lapped siding</td>
<td>1.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4&quot; Face Brick Veneer + air space</td>
<td>1.38</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(other)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Air Film</td>
<td>(to be included for all situations)</td>
<td>0.17</td>
<td>0.17</td>
</tr>
</tbody>
</table>

**Total R-Value Between Framing of Opaque Wall (Must be 16 or More)**

or complies with Section E-2502 Exception 1 2 3
### Prescriptive Compliance For Glass Door & Window Units

<table>
<thead>
<tr>
<th>% Openings</th>
<th>Window Type Used</th>
<th>Area of Openings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1%</td>
<td>Single Glazed</td>
<td></td>
</tr>
<tr>
<td>Up to 23%</td>
<td>Single Glazed &amp; Storm or Double Glazed</td>
<td></td>
</tr>
<tr>
<td>&gt;23%&gt;33%</td>
<td>Double Glazed with Low-Emissivity Glass</td>
<td></td>
</tr>
<tr>
<td>33% or more</td>
<td>Double Glazed with Low-E &amp; Argon Gas</td>
<td></td>
</tr>
</tbody>
</table>

### Components Used At Structural Sheathing

<table>
<thead>
<tr>
<th>Component</th>
<th>Products</th>
<th>R-Value Between Framing</th>
<th>To Be Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside Air Film</td>
<td>(to be used for all situations)</td>
<td>0.68</td>
<td>0.68</td>
</tr>
<tr>
<td>Interior Finish</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insulation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheathing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterior Finish</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Air Film</td>
<td>(to be included for all situations)</td>
<td>0.17</td>
<td>0.17</td>
</tr>
</tbody>
</table>

*Total R-Value Between Framing at Structural Sheathing (Must be 16 or More)*

Indicate products to be used and use R-Value from above. Trade-off calculations (E-2501.7) may be used for assemblies less than R-16 and attached to this worksheet.
Building Permit:_______

City of Southport

Public Service Location Application

Name:________________________________________

Address:_____________________________________

Address Verification: _____________________________________________

(Tax Collector Signature) ____________________________ Date

All building permit applications requesting Southport public services shall have, approved by the Public Service Director, a site plan on an 8 ½ X 11 sheet showing:

1. street in front of property
2. lot layout
3. proposed structure placement on property
4. approximate location of required services:
   A. water
   B. sewer
   C. electric

To be filled out by Public Service Director

____ water available ____ tap size ____ irrigation tap

____ sewer available ____ sewer depth at property line (approximate)

____ electric available ____ overhead service ____ underground service

____ special requirements __________________________________________

__________________________________________

The above services are available at the indicated address.

__________________________________________ Date

Public Service Director
CITY OF SOUTHPORT
DEPARTMENT OF PUBLIC SERVICES

Notice to Contractors:

In order to preserve the integrity of the City's streets and roadways surfaces, contactors shall install a gravel construction entrance in accordance with the attached specifications for all new single family, two-family and multi-family dwelling construction and for all commercial construction. The construction entrance shall be installed prior to the clearing of any property proposed for such development and shall be properly maintained during the life of the project. The entrance should be used by all vehicles, equipment or machinery entering or exiting the site.

The construction entrance for single family and two-family development shall be 12' wide by 20' deep with 6" of clean #57 stone on 6 oz. Geo-Tech fabric. Large commercial construction projects and major subdivision or multi-family development involving the creation of a new streets or entrance drives shall provide a 25' wide by 50' deep entrance with 8" of clean #57 stone on 6 oz. Geo-Tech fabric at the intersection with existing streets. Construction entrance depth for individual projects may be modified by the Public Services Director where site conditions dictate a modification may be appropriate.

Where curb and gutter is not in place, the gravel entrance shall be tapered into the intersection with the street. Where curb and gutter is in place, the curbing shall be removed in accordance with the attached specification. The entrance shall be put into place prior to the use of heavy equipment for property clearing purposes. Where properties do not require clearing, the entrance shall be in place prior to the start of construction activities.

If street edges or other street sections are damaged during the construction process, they shall be properly repaired by the contractor to the satisfaction of the Public Services Director or his designee prior to the issuance of a certificate of occupancy for the project. Failure to make the necessary repairs will result in the withholding of the C.O. until such repairs have been properly performed.

The City appreciates your cooperation and looks forward to working with you on your construction project.

Contractor: ___________________________ License #: ___________________________

Contractor Phone#: __________________ Business Address: ___________________

Project Name: _______________________ Project Address: ___________________

Contractor Acknowledgement:

I hereby acknowledge that I have read, understand and will abide by the above referenced standards pertaining to the construction entrance for my project:

Signature of Contractor or Authorized Agent: ___________________________ Date: ___________________________
NOTES:

- REFER TO DWG. STD. NO 3.12-STANDARD
- METHOD OF REMOVING EXISTING CURB
- FABRIC MAY BE ADDED UNDER THE STONE
- WHICH WOULD ADD TOTAL LIFE TO THE
- CONSTRUCTION ENTRANCE
- THIS ENTRANCE APPLIES ONLY TO ENTRANCES
- OF INDIVIDUAL SINGLE FAMILY RESIDENTIAL UNITS.

RESIDENTIAL CONSTRUCTION ENTRANCE
A 1-1/2" deep cut shall be made perpendicular to back of curb and then parallel with gutter line.

NOTES:
Curb and gutter section shall be removed in accordance with driveway width approved by the town.

If perpendicular cut is within 12" from a joint, then the parallel cut shall be made to that joint.

Standard method of removing existing curb (for a driveway apron installation)
MEMORANDUM

TO: North Carolina Accredited Asbestos and Lead Certified Professionals

FROM: Ed Norman, MPH Manager
       Health Hazards Control Unit

SUBJECT: Asbestos & Lead-Based Paint Requirements for Projects Conducted in Target Housing and Child-Occupied Facilities

The North Carolina Health Hazards Control Unit (HHCU) is taking this opportunity to inform accredited asbestos professionals; certified lead abatement and renovation professionals about the state regulatory requirements that may apply to projects involving both asbestos and lead-based paint.

N.C. General Statutes §130A 453.22-453.31 were adopted in August 2009 creating the North Carolina Lead-Based Paint Hazard Management Program for Renovation, Repair and Painting (LHMP-RRP). This legislation and the rules adopted to implement the Program (10A NCAC 41C .0900), became effective January 1, 2010, and apply to renovations performed for compensation in housing and child-occupied facilities built prior to 1978. Failure to comply with these requirements may result in the initiation of an enforcement action and may result in assessment of administrative penalties not to exceed five thousand dollars ($5,000) for each day the violation continues.

In general, a renovation covered by the LHMP-RRP involves the modification of any existing structure, or portion thereof, that results in the disturbance of greater than 6 square feet (SF) for interior work or greater than 20 SF for exterior work of paint or other surface coatings that contain lead (e.g., varnishes and shellacs). Renovations can involve both asbestos containing materials (ACM) and lead-based paint (LBP). When both ACM and LBP are disturbed, the project activities must comply with the requirements of both the Asbestos Hazard Management Program (AHMP) Rules and the LHMP-RRP Rules where applicable.

The regulatory requirements for the AHMP and LHMP-RRP programs can be found by visiting the websites below or by contacting the HHCU. Should you have any questions or need additional information concerning compliance assistance with either program, please feel free to contact our office at (919) 707-5950. You can also access information about the AHMP and LHMP-RRP Programs by visiting our web sites at:

http://epi.publichealth.nc.gov/asbestos/ahmp.html or http://epi.publichealth.nc.gov/lead/lhmp.html

EN/dfc
Tree Removal Permit Application
City of Southport, North Carolina

FEE: $25.00 for Improved Lot, $50.00 for Unimproved Lot, $100 for Violation

1029 N. Howe St, Southport NC 28461
www.southportnc.org

Planning & Inspections
Phone 910-457-7961 Fax 910-457-7957

Please complete the following form and attach required documentation as appropriate. Form must be completed before a permit can be issued. A copy of mitigation requirements as well as a listing of recommended trees for planting can be obtained from the City Planning & Inspections office.

Permit #: __________________________ Date: ____________________
Applicant: __________________________

Mailing Address: __________________________ City: __________ State: __________
Email: __________________________ Phone: ____________________

Property Owner: __________________________ Phone: ____________________

Site Address: __________________________ Parcel ID: __________

Subdivision/Development: __________________________ Zoning District: __________

Square Footage of Lot: __________

Property Type: [ ] Single Family Residential [ ] Unimproved Residential Lot [ ] Commercial

Tree Removal Request (Mark all that apply): [ ] Regulated Hardwood [ ] Regulated Conifer [ ] Specimen Tree
[ ] Tree on Public Right of Way

Proposed trees to be removed: (Include quantity, species, size, and condition)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Reason for Tree Removal:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Proposed Tree Mitigation/Retention: (All proposed mitigation trees are to be planted 30 days after tree removal already existing single family houses) or prior to certificate of occupancy.

Estimated Canopy Coverage After Mitigation: ____________________________
(Using Canopy Coverage at Tree Maturity, 40% Required)

Exception Requested? Y N

Reason for Exception? ____________________________________________

Exception Approved? Y N

Reason: _________________________________________________________

Tree Removal Permit Checklist:

- A legible copy of your plat, survey, or site plan that clearly denotes the sizes of and which regulated trees will be removed as well as proposed trees and sizes to be planted to mitigate tree removal.
- Photograph of existing tree to be removed (or photograph of lot to be developed).
- A completed copy of this application.

APPLICANT SIGNATURE: ____________________________ DATE: __________

APPROVED BY: ____________________________ DATE: __________
Zoning Administrator
TREE REMOVAL PLAN

All trees proposed to be removed and planted must be drawn below or on a copy of the plat or survey for the property. This drawing must be submitted with the permit application.