



COMMERCIAL BUILDING PERMIT APPLICATION

TOWN OF WINTERVILLE

2936 CURCH ST.

WINTERVILLE, NC 28590

PHONE 252-215-2419 FAX - 252-756-6647

EMAIL - inspections@wintervillenc.com

Please fill out application **COMPLETELY** ~ Failure to do so will delay process

General Information

Project Information

Project Name _____

Project Address _____ Unit # _____

Parcel # _____

Proposed Use _____

Cost of Project: \$ _____

Cost is based on the current market value of the completed construction exclusive of land value, but inclusive of all normal components such as electrical, mechanical, plumbing and gas.

Property Owner Information

Property Owner _____

Owner Address (If different from above) _____

City _____ State _____ Zip _____ Phone # _____

Tenant _____

Tenant Contact # _____

Contractor Information

General Contractor Company Name _____

Name of Individual on NC GC License _____

License Number and Classification _____

Contractor Address _____

Email _____

Contact Person _____ Phone # _____

Project Specific Information

Building Description

Main Occupancy: Empty Shell (No Occupancy at Time of Permitting) Assembly - 1
 Assembly - 2 Assembly - 3 Assembly - 4 Assembly - 5 Business Educational
 Factory / Industrial - 1 Factory / Industrial - 2 Hazardous Institutional Mercantile
 Residential - 1 Residential - 2 Residential - 3 Residential - 4 Storage

Secondary Occupancy: Assembly Business Educational Factory / Industrial
 Factory / Industrial Hazardous Institutional Mercantile Residential Storage

Type of Work: New Construction Addition Renovation / Upfit Repair Demolition
 Reroofing Change of Occupancy Sprinklers

Total Square Feet: _____ Number of Stories: _____
 Will Building be Sprinkled? Yes _____ No _____
 Electrical Utilities: Winterville _____ Greenville Utilities _____

Lien Agent Information

Lien Agent Name _____
 Lien Agent Physical Address _____
 Lien Agent Mailing Address _____
 Lien Agent Phone # _____ Lien Agent Fax # _____
 Lien Agent Email Address _____

Authority to File Application

I hereby agree to conform to all applicable laws and regulations of the Town of Winterville, Pitt County, and the State of North Carolina and certify that the above information, accompanying documents and owner's acknowledgement are complete, true and accurate to the best of my knowledge. In addition, I acknowledge that by filling out this application representatives of the Town of Winterville Inspections Department may enter upon the subject property for the purpose of inspections, analysis and investigation of this request.

APPLICATIONS WILL NOT BE PROCESSED WITHOUT APPLICANTS SIGNATURE

Applicant's Signature:

If construction is being performed by owner of the property and is not a NC licensed general contractor then the owner must submit, to the inspections department, a notarized Winterville Affidavit of Responsibility for the project if the project is less than \$30,000.00. If the project is equal to or more than \$30,000.00 then the owner must submit, to the inspections Department, a notarized Owner's Exemption Affidavit which will be submitted to the NC Licensing Board of General Contractors pursuant to NCGS 87.14 (A)(1).