

SUBMITTAL CHECKLIST FOR COMMERCIAL BUILDING PERMITS

TOWN OF WINTERVILLE, NC

Please use the checklist below to verify that you are providing all of the necessary information to obtain a permit. Please initial beside each item below assuring our office you have submitted all required information. (N/A if not applicable) Submitting complete and accurate information at the beginning will result in more efficient processing of your request. **You must submit this checklist along with the other required documents in order to process your permit.**

All permit submittals must include:

Customers Initials		Staff Use
_____	One (1) Copy of the Commercial Building Permit Application completed and signed in ink. Please complete the application in its entirety. If you have any questions regarding the required information please contact the Inspections Department.	_____
_____	One (1) Copy of the "Affidavit for Responsibility" that is notarized if project cost is less than \$30,000.00. N/A if licensed contractor.	_____
_____	or	_____
_____	One (1) Copy of the "Owner's Exemption Affidavit" that is notarized if project is equal to or more than \$30,000.00. N/A if licensed contractor.	_____
_____	One (1) Copy of your company's "Certificate of Insurance" showing current Worker's Compensation Coverage	_____
_____	One (1) Copy of an approved "Plot Plan / Site Plan". Plot / Site plans must be approved by the Town of Winterville Planning Department. The plot /site plan must be drawn to a standard engineering scale. (Example: 1:40 scale [1 inch = 40 feet] or 1:30 [1 inch = 30 feet) Plot plans must be provided for all commercial improvements that result in a site change. Plot plans are necessary to verify compliance with the zoning ordinance.	_____
_____	One (1) Copy of an approved "Zoning Compliance" from the Town of Winterville Planning Department	_____
_____	Two (2) sets of Building Plans drawn to an architectural scale. (Example: 1/4 inch = 1 foot or 1/2 inch = 1 foot) Plans shall not be submitted on paper smaller than 11 x 17. All plans shall have the name of the contractor and the address of the project written on them.	_____
_____	A completed "Building Code Summary" (Appendix B): This document can be part of the building plans or can be submitted separately on 8 1/2 x 11 paper. The document must bear the designers stamp and signature.	_____
_____	All construction that includes conditioned areas shall be include either of the following:	_____
_____	• COMCheck Energy Worksheet	_____
_____	or	_____
_____	• Documentation with the building plans that the conditioned area will adhere to the Prescriptive Building Envelope Requirements	_____

	Health Department Approval: Sites with wells and / or septic tanks, food handling or commercial swimming pools require approval from the Pitt County Health Department	
	Liens Agent Information - If the proposed project cost has a value of \$30,000 or more, information, as required by NCGS 160A-417, shall be provided for a lien agent. Improvements less than \$30,000, owners performing work on their own residence which does not increase the footprint of the building and public building project are exempt.	
	Plans must be sealed by a North Carolina registered Architect/Engineer if structure is more than 2500 square feet or cost of project is over \$90,000.00.	
	Flood Elevation Certificates - If the proposed project property is located in a floodplain, an approved National Flood Insurance Program Elevation Certificate for "Construction Drawings" shall be filled out and submitted. A "Final Elevation Certificate" shall be submitted after the completion of the building showing finished elevations levels.	
<p>Contact Information: If you need assistance or have questions regarding the application process please contact us at: Inspections Department 2571 Railroad Street Winterville, NC 28590 Phone: 252-756-2221 ext. 2419 Fax: 252-756-6647 Email: inspections@wintervillenc.com</p>		