



RESIDENTIAL BUILDING PERMIT APPLICATION
 TOWN OF WINTERVILLE, NC
 2936 CHURCH 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 processing

1. Only licensed General Contractors may submit a Residential Building Permit Application unless it is the homeowner who resides or will reside in the residence.
2. If a lock box is used to gain access, the number/code is: _____
3. If a key is needed to gain access and no lock box is available, please leave information as how to gain access for your inspection.
4. A Town of Winterville Building Inspector will not enter into an occupied residence without someone present over the age of 18 or the General Contractor or his representative meeting on site.
5. Please remember to keep up with your inspections and to schedule all of your inspections on the inspection department phone as it is the PERMIT HOLDER'S responsibility.

General Project Information

Project Name _____	
Project Address _____	Unit# _____
Tax Parcel # _____	Subdivision _____ Lot # _____
Estimated 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 but not limited to electrical, mechanical, plumbing and gas.

Property Owner Information

Property Owner Name _____	
Owner Mailing Address _____	
City _____	State _____ Zip _____ Phone _____

Contractor Information

Company Name _____	
Owner's Name _____	
NC Contractors License Number and Classification _____	
Licensed Holder(s) _____	
Mailing Address _____	
City _____	State _____ Zip _____ Phone _____
Email _____	
Contact Person _____	Phone # _____

Building Information

Type of Work

- New Construction Addition Alterations Repairs Demolition
 Other _____

Building Description (Please check all that apply)

- Single Family Duplex Townhomes Condominium Mobile / Modular Home
 Deck Detached Building (Shed, barn, garage, ect...) Swimming Pool
 Other _____

Number of Stories _____ Number of Bedrooms _____ Number of Bathrooms _____

Total Heated Square Feet _____

Total Unheated Square Feet (Garage, Porches, Decks, Carports, ect...) _____

Electric Utility Provider - Winterville Utilities Greenville Utilities

Brief Description of Work _____

Please check if you would like to purchase the permit for the temporary construction pole.

Lien Agent Information

According to N.C.G.S. 87.14 (A) (1), a lien agent is required for all construction where the total cost of the project is more than \$30,000.00.

Lien Agents Name _____

Lien Agent Physical Address _____

Lien Agent Mailing Address _____

Phone Number _____ Fax Number _____

Email _____

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 the above information, accompanying documents and owner's acknowledgement are complete, true and accurate to the best of your knowledge. In addition, I acknowledge that by filling out this application representatives from the Town of Winterville Inspections Department may enter upon subject property for the purpose of inspections, analysis and investigation of this request.

APPLICATION WILL NOT BE PROCESSED WITHOUT APPLICANT'S SIGNATURE

APPLICANTS SIGNATURE:

IF CONSTRUCTION IS BEING PERFORMED BY THE OWNER OF THE PROPERTY AND THE OWNER IS NOT A NC LICENSED GENERAL CONTRACTOR THEN THE OWNER MUST SUBMIT, TO THE INSPECTIONS DEPARTMENT, A NOTORIZED TOWN OF WINTERVILLE AFFIDAVIT OF RESPONSIBILITY TO THE PROJECT IF THE PROJECT IS LESS THAN \$30,000.00. IF THE PROJECT IS MORE THAN \$30,000.00 THEN THE HOMEOWNER MUST HAVE A LIEN AGENT OR SUBMIT TO THE INSPECTIONS DEPARTMENT A NOTORIZED OWNER'S EXEPTION AFFIDAVIT WHICH WILL BE SUBMITTED TO THE NC LICENSING BOARD FOR GENERAL CONTRACTORS PURSUANT TO NCGS 87.14 (A)(1).