

NEW CONSTRUCTION PACKET



PACKET INFORMATION

In addition to the fields in the IWork Online Portal, there are several forms and items to be completed for new construction permits. These items can be completed and uploaded with the initial IWork permit application or can be uploaded after submission via the contractor portal. Missing or incomplete items from this list will result in delays and require resubmittal of your application.

Work shall not commence until all required items have been received and approved, and all fees have been paid.

Additional materials may be required at the discretion of the Department of Planning and Inspections.

REQUIRED ITEMS

OFFICE USE ONLY

- | | |
|---|-----|
| <input type="checkbox"/> Utility Packet | () |
| <input type="checkbox"/> Utility Sketch | () |
| <input type="checkbox"/> Utility Service Application | () |
| <input type="checkbox"/> Utility Service Deposit | () |
| <input type="checkbox"/> Optional Expedited Taps Form | () |
| <input type="checkbox"/> Survey Requirement Affidavit | () |
| <input type="checkbox"/> Copy of 1 st of 3 Surveys | () |
| <input type="checkbox"/> Lien Agent and Liability Insurance Affidavit | () |
| <input type="checkbox"/> Copy of Lien Agent on file | () |
| <input type="checkbox"/> Copy of General Liability Insurance of contractor on file | () |
| <input type="checkbox"/> Copy of General Liability Insurance of subtrades on file | () |
| <input type="checkbox"/> Workers' Compensation Coverage Affidavit | () |
| <input type="checkbox"/> Copy of Workers' Compensation on file | () |
| <input type="checkbox"/> Copy of Workers' Compensation of subtrades on file | () |
| <input type="checkbox"/> Status of Licensure Affidavit | () |
| <input type="checkbox"/> Copy of License of contractor on file | () |
| <input type="checkbox"/> Copy of Licenses of subtrades on file | () |
| <input type="checkbox"/> Full set of building plans, either electronically or in person | () |
| <input type="checkbox"/> Additional engineering requirements/drawings (if applicable) | () |
| <input type="checkbox"/> Owner-Builder Affidavit (if applicable) | () |
| <input type="checkbox"/> Sign Permit Application (if applicable) | () |
| <input type="checkbox"/> Fence Permit Application (if applicable) | () |

DATE RECEIVED	PERMIT NUMBER	CONTRACTOR REGISTRATION	FEE AMOUNT	DATE PAID	DATE ISSUED	APPROVAL INITIAL
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UTILITY PERMITTING PACKET



As a courtesy to the applicant, all required utility permitting and fees are submitted as part of the new construction permit application. In an effort to streamline the process, all utility related sections are included in the following packet and are required to be uploaded to IWorq as part of the new construction application. Failure to upload the following packet in its entirety will result in unapproved status of the permit application.

FEES

The following fees are charged as part of the full new construction fee:

Water Tap	\$2,000
Sewer Tap	\$2,000
Pavement Cut (if applicable)	\$1,000
Water System Development Fee	Dependent on # of bedrooms
Sewer System Development Fee	Dependent on # of bedrooms
(Optional) Expedited Water/Sewer Tap by Town Approved Contractor	\$3,000 (in addition to normal \$2,000 water / \$2000 sewer)

TAPS PROCESS

The taps process begins with the submittal of this application. Once all required applications and payments have been received, Planning and Inspections will review. Once approved, the taps request will be transferred to Public Works. Public Works will attempt to place taps in the desired location if possible; coordination with the contractor and/or plumber may be necessary. Public Works reserves the right for the final location of any tap. Taps are typically only installed during the warmer months of April through October; very few exceptions occur, so please plan accordingly. Utility billing begins as soon as taps are installed. If you wish to expedite the taps process, the town has contracted a service provider who can install taps on their schedule for an additional \$3,000.

DRIVEWAYS/CULVERTS

Driveways and culverts are to be constructed in accordance with the Code of Ordinances and the Manual on Driveway Entrances. Below are some main requirements:

- Two parking spaces are required for up to 3 bedrooms; one additional parking space for each additional bedroom.
- The first 4ft of the driveway must be level with the street grade.
- Driveways crossing Town ditch lines must have a minimum 18" double wall plastic culvert.
- Water runoff must be directed away from entering the street by means of ditches, swales, catchbasins, or other methods.
- Along paved streets, the first 10ft shall be paved.

SOLID WASTE ENCLOSURES

Utility service includes sanitation services. It is important to note that homeowners shall have compliant solid waste receptacle enclosures. If the house is intended to be used as a short-term rental, the bin shall be bear resistant. The location of the bin must be approved by Public Works and/or Planning and Inspections. The bin shall be located in an approved location between 4ft and 12ft from the street without obstacles restricting access. Specifications for receptacles can be found online at www.townofbeechmountain.com or inquiries may be directed to Public Works at (828) 387-9282.

UTILITY SKETCH

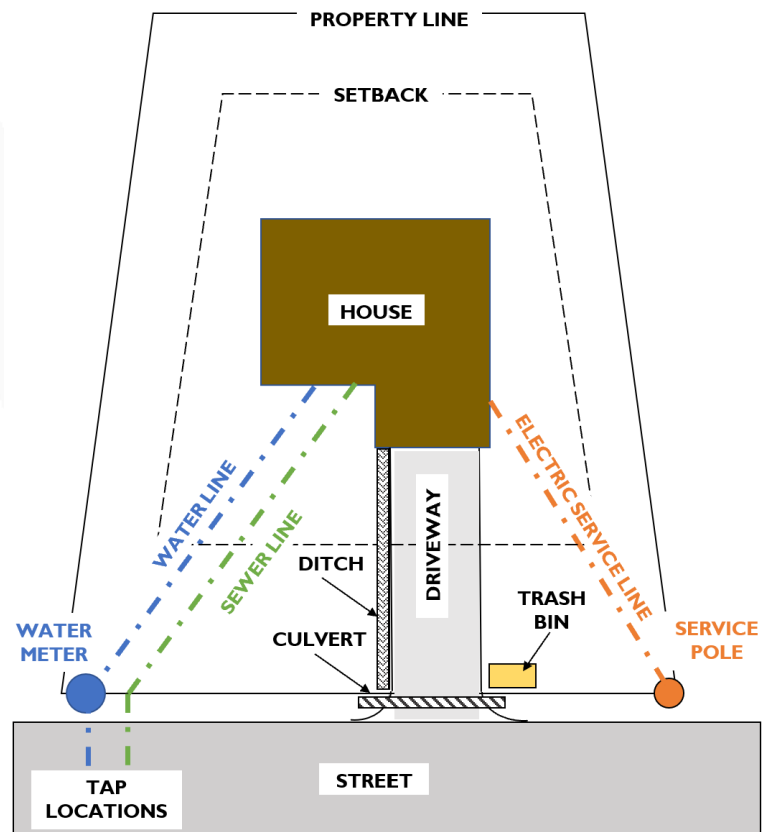
UTILITY SKETCH OVERVIEW

A utility sketch is required for all new construction, as well as any project that alters the location of existing utilities. Please use the following guide to provide the Town a utility sketch showing proposed locations of water, sewer, electric, driveways, and any other pertinent utilities. This sketch is not required to be to scale and may be on the following page or included as part of the plan set/site layout. A copy of this sketch will be provided to the Department of Public Works, which will attempt to place water and sewer utilities as desired; further on-site consultation may be necessary. All electrical service equipment placement shall be coordinated with Mountain Electric Cooperative. Should utility placement differ from the initial sketch, a post-construction sketch shall be required.

SKETCH REQUIREMENTS

- Water:** Provide location of water supply line and desired location of water meter and tap. Ideally, meters and taps will occur near property corners.
- Sewer:** Provide location of building sewer line and desired location of sewer tap. Ideally, sewer should be gravity to the nearest sewer main; some locations may require pumps. Label any pump locations.
- Septic:** If sewer is not available, provide location of septic drain field, tank, and any other septic features.
- Electric:** Provide location of desired utility pole and service line to house. Indicate if overhead or underground. (NOTE: All electric utility placement shall be coordinated with Mountain Electric Cooperative.)
- Driveway:** Provide location of any driveways/parking areas, including surface type. Indicate any culverts, drainage features, trash bin, etc. associated with driveways.

EXAMPLE SKETCH





UTILITY SKETCH

A large rectangular area filled with a fine grid of dotted lines, intended for drawing a utility sketch. A large, faint watermark of the Beech Mountain logo is visible in the background.

DATE RECEIVED	PERMIT NUMBER	PLANNING/INS. APPROVAL	PUBLIC WORKS APPROVAL	COMMENTS/CONDITIONS
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NEW CONSTRUCTION UTILITY SERVICE APPLICATION



PROJECT INFORMATION

Project Address: _____

Contractor: _____ Contractor Phone: _____

Plumber: _____ Plumber Phone: _____

PROPERTY OWNER INFORMATION

Name of Account: _____

Joint Account: Yes No Spouse Name: _____

Service Address: _____ Lot Number: _____

Date Service Required: _____ SSN: _____

Mailing Address: _____

Address

City

State

Zip

Primary Phone: _____ Work Phone: _____

Primary Email: _____

Drivers License Number: _____ State: _____ Are you a permanent resident? Yes No

DEPOSIT

Deposits are required of all utility customers. Deposit can be paid as part of permitting fees or a check made payable to:

BEECH MOUNTAIN UTILITIES

DEPOSIT	RESIDENTIAL	COMMERCIAL
WATER	\$150	\$175
SEWER	\$150	\$175

UTILITY CUSTOMER AGREEMENT

I hereby request utility service from the Town of Beech Mountain at the address stated below. In requesting utility service, I accept full responsibility for any charges, fees, penalties, or other obligations incurred by the account. I also agree to abide by all present and future rules and regulations of the Town that apply to the utility system. I acknowledge that I have been furnished with a copy of all current regulations. I understand that utility billing begins once the taps are installed and I am responsible for payment of services.

Signature: _____ Date: _____

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OPTIONAL EXPEDITED WATER & SEWER TAPS FORM



PROJECT INFORMATION

Property Address: _____ Property Owner: _____
Owner Phone: _____ Owner Email: _____

AGREEMENT

The Town of Beech Mountain Utilities Department is now offering two options for your water and sewer taps install:

Option 1: TOWN Installed Taps: If you wish for the Town to install the taps, you will be added to the list in order of permits received and paid for. Taps are scheduled to be installed 3 days-a-week, assuming no emergency leaks, bad weather, or sickness. If an emergency leak, bad weather, or sickness occurs, all taps will be pushed forward to the following day that the work can be done. There is one crew who installs these taps, so no more than one set of taps a day can be installed, no exceptions. The normal tap fees of \$2,000 for water and \$2,000 for sewer cover this option.

Option 2: Town Contracted Install: The Town has contracted with an approved contractor to help install water and sewer taps to reduce the wait on taps being installed. If you choose this option, in addition to the normal \$2,000 water tap and \$2,000 sewer tap fees, **you must pay an additional \$3,000** to put on the contractors list for that month. This install must be completed by the town approved contractor.

You may ask what the expected date of taps are to be installed for your new home when you submit a permit to the Planning and Inspections Department.

Sign Here if you wish to Choose Option 1: _____

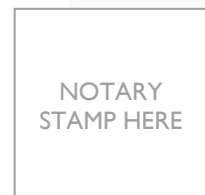
Sign Here if you wish to Choose Option 2: _____

NOTARY SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME, THIS THE _____ DAY OF _____, 20_____.

Notary Public: _____ Signature: _____

My Commission Expires: _____



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SURVEY REQUIREMENT ACKNOWLEDGEMENT



PROJECT INFORMATION

Property Address: _____ Property Owner: _____
Owner Phone: _____ Owner Email: _____

ACKNOWLEDGEMENT

I have applied for a zoning permit for new construction in the Town of Beech Mountain. I hereby acknowledge:

- That I have read and understand Section 154.150 of the Zoning Ordinance set forth below.

§ 154.150 SURVEYS REQUIRED

(A) For new construction and remodeling that enlarges the perimeter of a building or structure, a recent survey (within six months), with appropriate setbacks shown on the survey, signed, and sealed by a surveyor licensed in North Carolina must be provided.

(B) The property owner must also provide the Town with a foundation survey after the footers have been poured and an as-built survey prior to issuance of a Certificate of Occupancy.

- That no exceptions to the requirements of Section 154.150 are permitted.
- That in the event any building setback regulation contained in the Zoning Ordinance is violated, that I am completely and solely responsible for this zoning violation.
- That any and all expenses related to the elimination of all building setback violations are completely my responsibility.
- That this Acknowledgement does not affect or restrict my legal rights to pursue a claim against any contractor or surveyor for damages due to breach of contract or negligence.

Signature: _____ Date: _____

PLEASE RETURN COMPLETED APPLICATIONS TO TOWN HALL IN PERSON OR BY EMAIL TO permits@townofbeechmountain.com

NOTARY SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME, THIS THE _____ DAY OF _____, 20_____.

Notary Public: _____ Signature: _____

My Commission Expires: _____



DATE RECEIVED	PERMIT NUMBER	APPROVAL INITIAL	COMMENTS/CONDITIONS
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STATUS OF LICENSURE AFFIDAVIT



REQUIRED FOR ALL PROJECTS \$40,000 AND GREATER

IF GENERAL CONTRACTOR:

I am the General Contractor of the proposed project. I understand that I am signing this document under oath; I certify that I am making a truthful statement. I have read G.S. Section 87-1. I have entered a construction contract where the cost of the undertaking exceeds \$40,000; the contract, whether written or oral, is in the exact name as listed with the North Carolina Licensing Board for General Contractors. I am not in partnership (including "joint ventures") with any unlicensed entity. I certify that I am presently licensed under that name and under that license number listed. My license is active and in good-standing. I have filed all necessary renewal forms with the North Carolina Licensing Board for General Contractors. I am not presently under any disciplinary order issued by the North Carolina Licensing Board for General Contractors which disqualifies me for a building permit. I understand that the unlicensed practice of General Contracting is a criminal offense under G.S. Section 87-13, and that I may be sued by the North Carolina Licensing Board for General Contractors for an injunction if I practice without a license as required by law. I also understand that, under North Carolina caselaw, an unlicensed practitioner may be barred from recovery of any civil damages if the job owner refuses to pay me. 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 that this Department may rely on my statement as a truthful statement regarding the status of my license.

Name: _____ Signature: _____ Date: _____

IF OWNER ACTING AS GENERAL CONTRACTOR:

I am the Owner of the proposed project. I understand that I am signing this document under oath; I certify that I am making a truthful statement. I have read G.S. Section 87-1. I have entered a construction project where the cost of the undertaking exceeds \$40,000. I certify that I am not allowing an unlicensed general contractor to perform the duties of a general contractor, which, I understand from reading G.S. Section 87-1, include construction superintending and managing in addition to, among other things, signing written contracts. I understand that "any person, firm, or corporation who constructs or alters a building on land owned by that person, firm, or corporation provided (i) the building is intended solely for occupancy by that person and his family, firm, or corporation after completion; and (ii) the person, firm, or corporation complies with G.S. 87-14. If the building is not occupied solely by the person and his family, firm, or corporation for at least 12 months following completion, it shall be presumed that the person, firm, or corporation did not intend the building solely for occupancy by that person and his family, firm, or corporation." I am not building a "speculation" project with the intention of selling or renting out the project once it is completed. I understand that building a "speculation" project without proper licensure is a violation of G.S. 87-1 and G.S. 87-13; this may be a criminal offense. Also, I understand that under G.S. Section 87-15.5, the "Homeowner's Recovery Fund", no homeowner acting as a general contractor has any right of recovery. I will be on the job site for all required inspections.

Name: _____ Signature: _____ Date: _____

NOTARY SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME, THIS THE _____ DAY OF _____, 20_____.

Notary Public: _____ Signature: _____

My Commission Expires: _____

NOTARY
STAMP HERE

DATE RECEIVED	PERMIT NUMBER	APPROVAL INITIAL	COMMENTS/CONDITIONS
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WORKERS' COMPENSATION COVERAGE AFFIDAVIT



REQUIRED FOR ALL PROJECTS \$40,000 AND GREATER

AGREEMENT

In accordance with N.C.G.S. §87-14, the undersigned applicant for the project located at _____, being the

- Contractor
- Owner
- Officer/ Agent of the Contractor or Owner

do hereby aver under penalties of perjury that the persons(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 to cover them,
- has/ have one or more subcontractor(s) who has/ have no employees and has waived in writing their right to coverage by their contractor or have their own policy of workmen's compensation covering themselves,
- has/ have not more than two (2) employees and no subcontractors,

while working on the project for which this permit is sought and as required by N.C.G.S. Chapter 97. It is understood that the Town of Beech Mountain Planning and Inspections Department may require certificates of coverage of worker's compensation insurance prior to issuance of any permit at any time during the permitted work from any person(s), firm(s), or corporation(s) carrying out the work. All workers' compensation coverage must continue in effect for the permit duration. This affidavit must be signed by the person, firm, or corporation appearing as the contractor on the building permit.

Firm Name: _____

Signature: _____

Title: _____ Date: _____

NOTARY SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME, THIS THE _____ DAY OF _____, 20_____.

Notary Public: _____ Signature: _____

My Commission Expires: _____



DATE RECEIVED	PERMIT NUMBER	APPROVAL INITIAL	COMMENTS/CONDITIONS
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LIEN AGENT AND LIABILITY INSURANCE AFFIDAVIT



REQUIRED FOR ALL PROJECTS \$40,000 AND GREATER

LIEN AGENT INFORMATION

In accordance with N.C.G.S. 160D-1110 (g), Inspection Departments are not allowed to issue any permit where the project cost is \$40,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence OR the property owner has designated a lien agent and provided the inspections office with the information below:

(Note: Mailing address, physical address, telephone, fax, and email are the same for all lien agents as when they register with LiensNC.)

Project Address: _____
Name of Lien Agent: _____
Mailing Address of Agent: 19 West Hargett Street, Raleigh, NC, 27601
Physical Address of Agent: 19 West Hargett Street, Raleigh, NC, 27601
Email Address of Agent: support@liensnc.com
Telephone / Fax: (888) 690-7384 / (919) 489-5231

I, the undersigned, affirm that I have obtained a lien agent pursuant to N.C.G.S. 160D-1110 (g) and that I will provide a copy of the Lien Agent from LiensNC as part of the permit application. I will also post a copy on the construction site.

Signature: _____ Date: _____

COMPREHENSIVE LIABILITY INSURANCE

Pursuant to TOBM Code § 150.041, every person required to register as a service provider* shall also file annually a certificate showing that a policy of comprehensive general liability insurance to include products and completed operations endorsement, also a broad form property damage endorsement, is in effect for the coming year insuring the person up to a minimum of \$100,000 for claims arising out of negligent work or conduct by them in the course and scope of their work performed as a contractor.

*I, the undersigned, affirm that I have comprehensive liability insurance pursuant to TOBM 150.041 and that I will provide a copy of my policy to the Department of Inspections. *(Owners acting as general contractor are not required to register, and therefore are not subject to this section. All licensed trades will still be required to submit their respective comprehensive general liability insurance policy to the Department of Inspections.)*

Signature: _____ Date: _____

NOTARY SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME, THIS THE _____ DAY OF _____, 20_____.

Notary Public: _____ Signature: _____

My Commission Expires: _____



DATE RECEIVED	PERMIT NUMBER	APPROVAL INITIAL	COMMENTS/CONDITIONS
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OWNER EXEMPTION AFFIDAVIT



REQUIRED FOR ALL PROJECTS \$40,000 AND GREATER WHERE OWNER IS ACTING GENERAL CONTRACTOR

QUESTIONNAIRE

1. Do you own the land on which the project is to be constructed?
 Yes No
2. Do you intend to personally superintend and manage all aspects of the construction of this project?
 Yes No
3. Do you intend to schedule, contract, and directly pay for all phases of construction work to be done on this project?
 Yes No
4. Do you intend to personally order building supplies and materials for this project?
 Yes No
5. Do you intend to schedule and be present for all inspections required by the NC Building Code, unless the plans were drawn and sealed by a licensed NC design professional?
 Yes No
6. Do you understand that you are responsible for compliance with all applicable federal, state, and local laws and requirements, including but not limited to: the North Carolina Building Code, North Carolina General Statutes, and the Town of Beech Mountain Code of Ordinances?
 Yes No
7. Do you intend to personally occupy the building for at least 12 consecutive months following the completion of the project and not sell or rent the building within those 12 months?
 Yes No
8. Do you understand that a copy of this Affidavit will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption?
 Yes No
9. Do you understand that failure to adhere to any of the above statements can result in a Class F Felony pursuant to N.C.G.S. 14-209?
 Yes No

If “Yes” is answered for all questions: Owner *may* be eligible for a permit under Owner’s Exemption, complete Affidavit on following page.

If “No” is answered for one or more questions: Owner is not eligible for a permit under Owner’s Exemption.

DATE RECEIVED	PERMIT NUMBER	APPROVAL INITIAL	COMMENTS/CONDITIONS
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OWNER EXEMPTION AFFIDAVIT



AFFIDAVIT

Project Address: _____ Property PIN: _____

I, _____ (Print Full Name) _____, hereby claim an exemption from licensure under G.S. 87-1(b)(2) by **initialing** the relevant provision in Paragraph 1 **and initialing** Paragraphs 2-5 below and attesting to the following:

1. I certify that I am the owner of the property set forth above on which this building is to be constructed or altered;

OR

_____ I am legally authorized to act on behalf of the firm or corporation which 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 of Chapter 87 of the General Statutes of North Carolina;

3. _____ 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 will personally occupy the building for at least 12 consecutive months following completion of construction and understand that if I do not do so, it creates the presumption under law that I fraudulently secured the permit under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina;

5. _____ I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that 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 that, if the North Carolina Licensing Board for General Contractors determined that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 160D-1115.

I, the undersigned, have read and understand General Statute 87-14(a). As the owner of the land upon which a building permit was applied for, I hereby affirm or swear that I qualify under the exemptions to assume all responsibility and liability of a general contractor upon this project.

Owner's Name: _____ Signature: _____ Date: _____

NOTARY SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME, THIS THE _____ DAY OF _____, 20_____.

Notary Public: _____ Signature: _____

My Commission Expires: _____



SERVICE PROVIDER REGISTRATION FORM



CONTRACTOR INFORMATION

Contact Name: _____ Business Name: _____

Business Address: _____

Business Phone: _____ Business Email: _____

TRADE LICENSE INFORMATION (IF APPLICABLE)

Type: _____ NC License #: _____ Classification: _____ Expiration: _____

TRADE(S) PROVIDED (SELECT ALL THAT APPLY)

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Licensed General Contractor | <input type="checkbox"/> Unlicensed Builder/Handyman | <input type="checkbox"/> Tree Cutter |
| <input type="checkbox"/> Licensed Electrician | <input type="checkbox"/> Grading/Excavating | <input type="checkbox"/> Restoration |
| <input type="checkbox"/> Licensed Plumber | <input type="checkbox"/> Architect | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Licensed HVAC | <input type="checkbox"/> Engineer | <input type="checkbox"/> Painter |
| <input type="checkbox"/> Licensed Fuel/Gas | <input type="checkbox"/> Surveyor | <input type="checkbox"/> Other: _____ |

DESCRIPTION OF WORK PERFORMED

DOCUMENTS REQUIRED FOR LICENSED TRADES:

- Copy of Workers' Compensation
- Copy of License from State Agency
- Copy of Liability Insurance Policy

CONTRACTOR STATEMENT

I, the undersigned, affirm that I have read, and agree to abide by, any pertinent Town of Beech Mountain Ordinances related to my trade, in addition to any NC Building Code or General Statute related to my trade (Town Ordinances can be accessed at www.townofbeechmountain.com). I affirm that all submitted documents are true and current, and that I will notify the permitting office in writing within three (3) working days should any information change within. I, as the contractor/service provider, agree to obtain all required permits needed for my trade projects within the Town and will be responsible for work I perform. I will display the permit card in a visible location at all times. Additionally, I agree that to obtain a permit, I shall have no outstanding permit fees or fines within the Town. I understand that work started before obtaining proper permits will result in fines as outlined in the Code of Ordinances. This registration shall be valid through the end of the calendar year of which it is submitted and shall be resubmitted each subsequent calendar year.

Signature: _____ Date: _____

DATE RECEIVED	ENTERED IN SYSTEM	APPROVAL INITIAL	COMMENTS
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