

SUBTRADE PERMIT GUIDELINES



SUBTRADE OVERVIEW

The primary contractor shall apply and pay for all subtrades associated with the project. All subtrades shall be fully listed; incomplete applications will not be processed. The subtrade permit applies only for electrical, plumbing, mechanical, and/or fuel/gas projects. This application is not required for projects utilizing a building permit, as the general contractor or homeowner acting as GC will list out all applicable subtrades on the building permit application.

WHEN SHOULD I BE THE PRIMARY CONTRACTOR?

Please use the following list to determine who should be the primary contractor for the project. The examples in this list are provided for reference only; please contact the Department of Planning and Inspections for further questions. It is the responsibility of the primary contractor to ensure that all subtrade work is completed by licensed contractors as required by the North Carolina Building Codes and North Carolina General Statutes.

- ☐ **Electric:** Meter changeouts, panel replacements, generator installations, etc. The electrical contractor shall be the primary contractor only for standalone electrical permits.
- ☐ **Plumbing:** Water or sewer line repairs/replacements, water heater conversions/changeouts, etc. The plumbing contractor shall be the primary contractor and list any electrical and/or fuel/gas subcontractor on the application, if applicable.
- ☐ **Mechanical:** Furnace install/changeouts, heat pump install/changeouts, ductwork, etc. The mechanical contractor shall be the primary contractor and list any electrical and/or fuel/gas subcontractor on the application, if applicable.
- ☐ **Fuel/Gas:** Gas log conversion, new/replace gas lines, LP tank install, etc. The fuel/gas contractor shall be the primary contractor only for standalone fuel/gas projects.
- ☐ **Owners Doing Own Work:** Complete each subtrade field you will personally be completing; provide Owner-Subtrade Affidavit as attached file.