

How to figure out which permit to choose?

1st Step: You have to decide whether or not it requires a commercial or residential inspection?

- Residential Permit:
 - Those where the public do not come into your home for any type of business function.

- Commercial Permit:
 - This requires the public coming into your home for business.
 - Examples of required permits are home day care, home assisted living, and any other similar home based business.
 - The obvious are retail stores, gas stations, restaurants, etc.

2nd Step: Decide which trade is being worked on?

- Plumbing :
 - Water lines, sewer lines, cutting of any plumbing pipes, etc.

- Mechanical or Fuel Piping:
 - Heat & Air Repairs, Gas Tanks Installed, Gas Stoves, or Gas Log Fireplaces.

- Electrical:
 - Any type of repairs or replacement of electrical items.
 -

- Building:
 - Decks, Stair replacements, Sheathing Repairs, Replacing rotten wood on the exterior of your home, Renovation or new construction.
 -

- Fire Permit:
 - All commercial projects must have a fire permit. See above for what falls under the category of commercial permits.

Calculating Your Permit Fee Sample:

- Lets assume you decide to renovate or build in a residential home a 5 ft. x 10 ft. project and plans were required to be reviewed.
 - $5 \times 10 = 50$ sq. ft.

- At the same location you decide to install a water pipe 20 ft. long from the 5 ft. x 10. Project.
 - 20 ft.

- In order to get permit total cost you add the two listed above.
 - $50 + 20 = 70$
 - $A = 70$ sq. ft.

1. \$ 100 Building Permit (plan review plus application)
2. \$ \$50 Plumbing Permit
3. (A) $70 \times .14 = \$ 9.80$.
4. $100 + 50 + 9.80 = 159.80$
5. Total cost of the permits are: \$ 159.80

Note: Most residential renovations do not require the extra \$50.00 plan review fees....therefore the above permits required would have been \$ 109.80.

Permit
Number:

Town of Maysville Building Inspections
404 Main Street
PO BOX 265
Maysville, NC 28555
910-743-4441
maysville_tc@bizec.rr.com

Permit Type: Building Only

Note: If you are notching or cutting any structural member then you need a "Contractors"
Most Common Use for This Permit: Storage Shed, Roofing, Siding, Windows, Decks, Etc.

Please indicate your project classification:

- Residential
 Commercial (If two floors then you must pull permit in Jones County Office.)

- Estimated Construction Cost: \$ _____
 - OVER \$30,000 REQUIRES A LIEN AGENT
- Total Square Foot of Building: _____
- Total Square Foot of Construction Area Only:(A) _____
- Remodel
- Repair
- New (Addition, Shed, Home or Detached Garage/Storage)

Date: _____

Owner's Name: _____

Phone Number: (____) _____ - _____

- Alternative Number: (____) _____ - _____

Email Address: _____

Maysville Project Street Address: _____

North Carolina, 28555

Contractor Type: NC General Contractor

Contractor's Name: _____

NC State License Number: _____

Street Name: _____

City: _____

Zip: _____

Phone Number: (____) _____ - _____

- Alternative Number: (____) _____ - _____

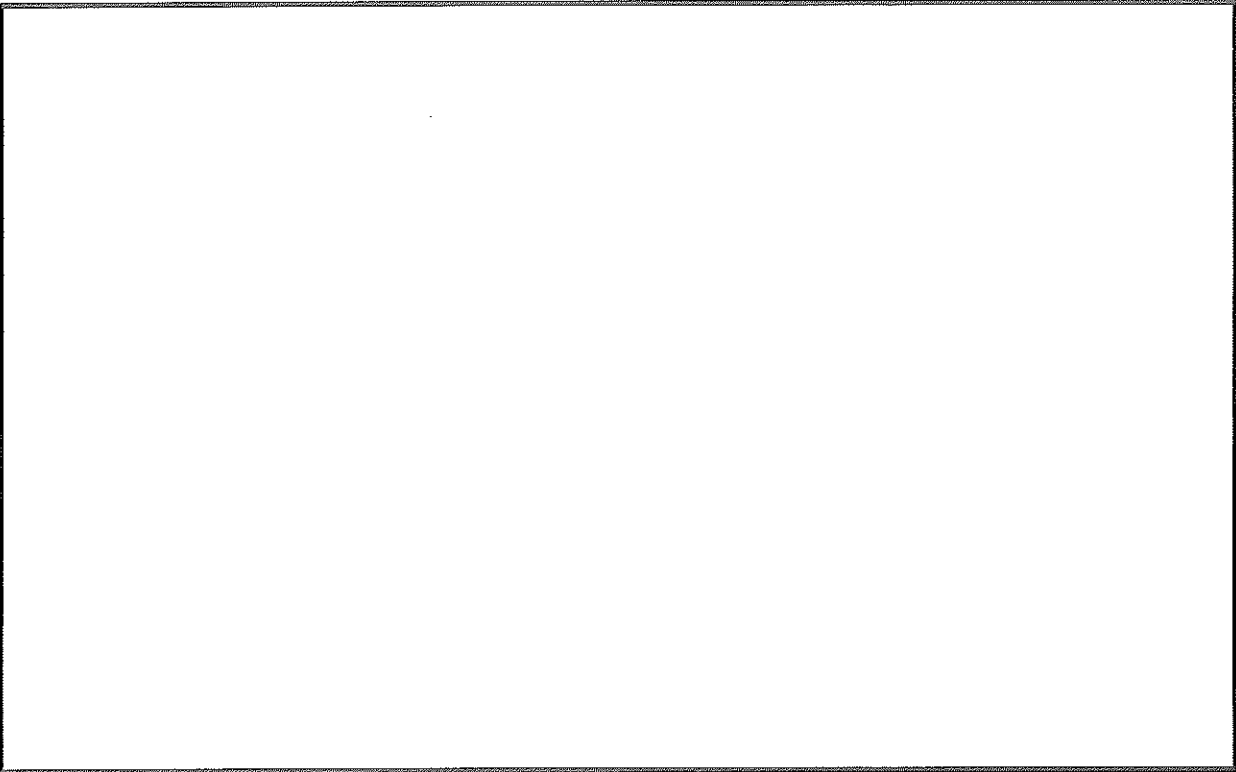
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North Carolina, 28555

Describe the scope of work you intend to do at this location:

You are required to provide a drawing with detailed information pertaining to your project. The plans examiner may require a Professional Engineer Drawing with a NC Seal. No out of State engineer stamps are acceptable in North Carolina.



Is this project in a FEMA designated Flood Zone? Yes No

Is workman's comp. Insurance required for this project? Yes No

I hereby certify that all of the Information listed on this application is correct, and that all work will comply with the NC State Building Code, the Insulation and Energy Utilization standards of the State Building Code, and all other applicable State and Local laws, ordinances and regulations. I also understand that if an inspection fails, I may be held liable for re-inspection penalty fee. I furthermore understand that no permit fees are refundable, or transferrable, and that once a permit is voided or expired, I may incur an additional permit fee(s) to obtain permits in the future.

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The Town of Maysville has the exclusive right to reinstate the permit for a fee of \$50.00 or may require you to apply for a new permit all together. This will be up to the local jurisdiction.

Owner, Contractor, or Authorized Representative

Signature Required: _____ Date: _____

As a representative of The Town of Maysville, North Carolina, I do hereby certify that _____ personally appeared before me this day and acknowledged to me the due execution of the foregoing instrument. Witness my hand and official seal this the _____ Day of _____ 20__ __.

Date: _____
Official Signature of Notary
Notary Public Name (printed or typed) _____

(SEAL) My Commission expires: _____

For Official Use Only
Date Application Received: _____
Total Cost of Permit: _____
Sets of plans received for review (if applicable)
Date Permit Approved: _____
Permit Number: _____

Residential Fees

Residential

If you have no drawings or plans: \$ 50.00

If you have plans to be reviewed: \$ 50.00

Plus if new or renovation: (A) Sq. Ft. _____ X .14 = _____

Homeowner Recovery Fee \$ 10.00

Cert. of Occupancy/Compliance \$ 25.00

Total: _____

Commercial Fees

Commercial

If you have no drawings or plans: \$ 75.00

If you have plans to be reviewed: \$ 100.00

Plus if new or renovation: Sq. Ft.(A) _____ X .16 = _____

Homeowner Recovery Fee \$ 10.00

Cert. of Occupancy/Compliance \$ 25.00

Total: _____


Demo Building Only

Residential: \$ 50.00

Commercial: \$ 100.00

Lien Agent

As part of the new state law passed April 1st, 2013, you are required to furnish us with a Notice of Appointment of Lien Agent for any projects that have a construction cost of \$30,000 or more. Please go to this website <http://www.liensnc.com/> to go through the process of obtaining the Notice of Appointment of Lien Agent. Please see example below of what the Notice looks like. Applications requiring this form will not be accepted unless attached as part of the permit process.

DO NOT REMOVE!		
Details: Appointment of Lien Agent		
Entry #:		
Filed on: 04/12/2013		
Initially filed by: BMorton		
Designated Lien Agent	Project Property	Print & Post
Investors Title Insurance Company		
Property Type		
Other	Pre-Permit Workers	Contractors: Please post this notice on the Job Site.
Owner Information		Suppliers and Subcontractors: Scan this image with your smart phone to view this filing. You can then file a Notice to Lien Agent for this project.
	Notification Alert Emails:	
Contractor Information		
Filing Location Information:		
Online: www.liensnc.com • Address: 19 W. Hargett St., Suite 507 / Raleigh, NC 27601 • Email: support@liensnc.com • Fax: (919) 489-5231 • Technical Support Hotlines: (888) 690-7384 •		

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Number:

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404 Main Street

PO BOX 265

Maysville, NC 28555

910-743-4441

maysville_tc@bizec.rr.com

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Most Common Use for This Permit: Storage Shed, Roofing, Siding, Windows, Decks, Etc.

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- Total Square Foot of Construction Area Only:(A) _____
- Remodel
- Repair
- New (Addition, Shed, Home or Detached Garage/Storage)

Date: _____

Owner's Name: _____

Phone Number: (_____) _____ - _____

- Alternative Number: (_____) _____ - _____

Email Address: _____

Maysville Project Street Address: _____

North Carolina, 28555

Contractor Type: NC General Contractor

Contractor's Name: _____

NC State License Number: _____

Street Name: _____

City: _____

Zip: _____

Phone Number: (_____) _____ - _____

- Alternative Number: (_____) _____ - _____

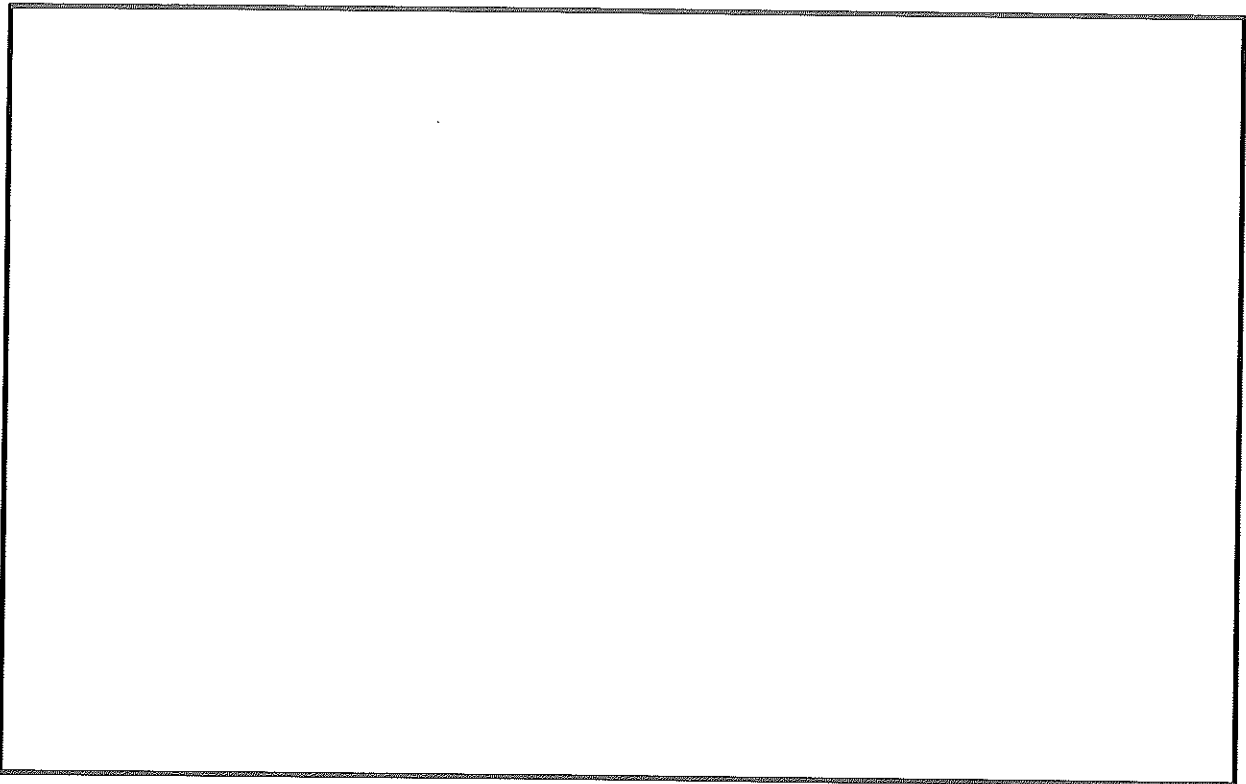
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North Carolina, 28555

Describe the scope of work you intend to do at this location:

You are required to provide a drawing with detailed information pertaining to your project. The plans examiner may require a Professional Engineer Drawing with a NC Seal. No out of State engineer stamps are acceptable in North Carolina.



Is this project in a FEMA designated Flood Zone? Yes No

Is workman's comp. Insurance required for this project? Yes No

I hereby certify that all of the information listed on this application is correct, and that all work will comply with the NC State Building Code, the insulation and Energy Utilization standards of the State Building Code, and all other applicable State and Local laws, ordinances and regulations. I also understand that if an inspection fails, I may be held liable for re-inspection penalty fee. I furthermore understand that no permit fees are refundable, or transferrable, and that once a permit is voided or expired, I may incur an additional permit fee(s) to obtain permits in the future.

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Signature Required: _____ Date: _____

As a representative of The Town of Maysville, North Carolina, I do hereby certify that _____ personally appeared before me this day and acknowledged to me the due execution of the foregoing instrument. Witness my hand and official seal this the _____ Day of _____ 20__.

Date: _____

Official Signature of Notary

Notary Public Name (printed or typed) _____

(SEAL) My Commission expires: _____

For Official Use Only

Date Application Received: _____

Total Cost of Permit: _____

Sets of plans received for review (if applicable)

Date Permit Approved: _____

Permit Number: _____

Residential Fees

Residential

If you have no drawings or plans: \$ 50.00

If you have plans to be reviewed: \$ 50.00

Plus if new or renovation: (A) Sq. Ft. _____ X .14 = _____

Homeowner Recovery Fee \$ 10.00

Cert. of Occupancy/Compliance \$ 25.00

Total: _____

Commercial Fees

Commercial

If you have no drawings or plans: \$ 75.00

If you have plans to be reviewed: \$ 100.00

Plus if new or renovation: Sq. Ft. (A) _____ X .16 = _____

Homeowner Recovery Fee \$ 10.00

Cert. of Occupancy/Compliance \$ 25.00

Total: _____


Demo Building Only

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Commercial: \$ 100.00

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DO NOT REMOVE!		
Details: Appointment of Lien Agent		
Entry #:		
Filed on: 04/12/2013		
Initially filed by: BMorton		
Designated Lien Agent	Project Property	Print & Post
Investors Title Insurance Company		
Property Type		
Other	Pre-Permit Workers	Contractors: Please post this notice on the Job Site.
Owner Information		Suppliers and Subcontractors: Scan this image with your smart phone to view this filing. You can then file a Notice to Lien Agent for this project.
	Notification Alert Emails:	
Contractor Information		
Filing Location Information:		
Online: www.liensnc.com • Address: 19 W. Hargett St., Suite 507 / Raleigh, NC 27601 • Email: support@liensnc.com • Fax: (919) 480-5231 • Technical Support Hotlines: (888) 690-7384 •		

Permit
Number:

Town of Maysville Building Inspections

404 Main Street

PO BOX 265

Maysville, NC 28555

910-743-4441

maysville_tc@bizec.rr.com

Permit Type: Mechanical & Fuel Piping

Note: An Electrical Permit is required for any type of work other than just duct work.

Most Common Use For This Permit: Replacement, Repairs, and new units.

Please indicate your project classification:

Residential

Commercial (If two floors then you must pull permit in Jones County Office.)

- Estimated Construction Cost: \$ _____
 - OVER \$30,000 REQUIRES A LIEN AGENT
- Total Square Foot of Building: _____
- Total Square Foot of Construction Area Only: (A) _____
- Remodel
- Repair
- New (Addition, Shed, Home or Detached Garage/Storage)

Date: _____

Owner's Name: _____

Phone Number: (____) _____ - _____

- Alternative Number: (____) _____ - _____

Email Address: _____

Maysville Project Street Address: _____

North Carolina, 28555

Contractor Type: Mechanical

Contractor Type: Electrical

Contractor's Name: (M) _____ (E) _____

NC State License Number: (M) _____ (E) _____

Street Name: (M) _____ (E) _____

City: (M) _____ (E) _____

Zip: (M) _____ (E) _____

Phone Number: M: (____) _____ - _____ E: (____) _____ - _____

- Alternative Number: (____) _____ - _____

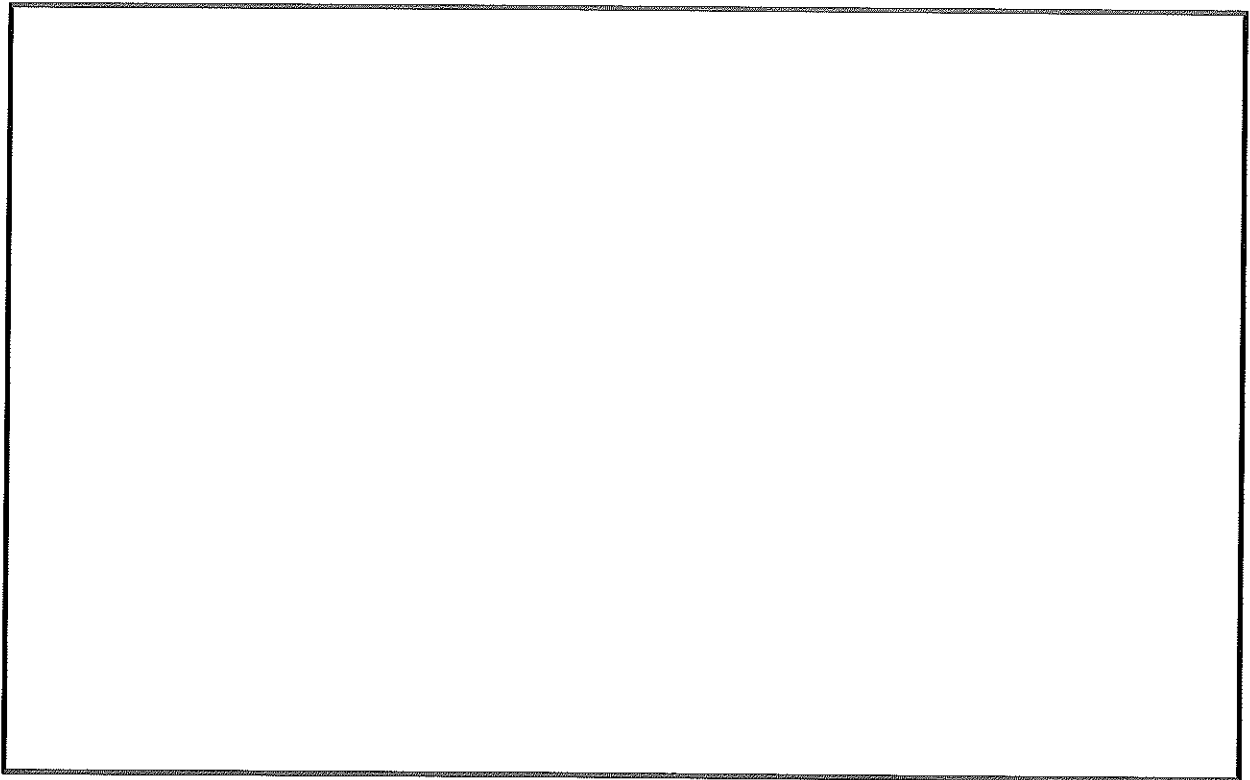
Email Address: (M) _____ (E) _____

Maysville Project Street Address: _____

North Carolina, 28555

Describe the scope of work you intend to do at this location:

You are required to provide a drawing with detailed information pertaining to your project. The plans examiner may require a Professional Engineer Drawing with a NC Seal. No out of State engineer stamps are acceptable in North Carolina.



Is this project in a FEMA designated Flood Zone? Yes No

Is workman's comp. Insurance required for this project? Yes No

Residential Fees

Residential Change Out

Minimum Application Fee: \$ 50.00 (per unit)
+ 5.00 each additional connection.

Plus if it is new, renovated or duct work:: Sq. Ft. (A) _____ X .06 = _____

No Charge for Electrical Permit as per NC State Law for Mechanical Change Out's.
NOTE: All electrical work still requires a NC Licensed Electrician.

Total: _____

Commercial Fees

Commercial

Review Fee: \$ 100.00
Minimum Application Fee: \$ 50.00 (per unit)
+ 10.00 each additional connection

Plus if new or renovation or duct work.. Sq. Ft. (A) _____ X .10 = _____

Homeowner Recovery Fee \$ 10.00

No Charge for Electrical Permit as per NC State Law for Mechanical Change Out's.
NOTE: All electrical work still requires a NC Licensed Electrician.

Total: _____

Permit
Number:

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404 Main Street
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Maysville, NC 28555
910-743-4441
maysville_tc@bizec.rr.com

Permit Type: Plumbing

Note: If you are notching or cutting any structural member then you need a "Contractors" Permit.
Most Common Use For This Permit: Water Line, Sewer Line, and Water Heaters.

Please indicate your project classification:

Residential
 Commercial (If two floors then you must pull permit in Jones County Office.)

- Estimated Construction Cost: \$ _____
 ▪ OVER \$30,000 REQUIRES A LIEN AGENT
- Total Square Foot of Building: _____
- Total Square Foot of Construction Area Only: (A) _____
- Remodel
- Repair
- New (Addition, Shed, Home or Detached Garage/Storage)

Date: _____

Owner's Name: _____

Phone Number: (____) _____ - _____

- Alternative Number: (____) _____ - _____

Email Address: _____

Maysville Project Street Address: _____

North Carolina, 28555

Contractor Type: NC General Contractor

Contractor's Name: _____

NC State License Number: _____

Street Name: _____

City: _____

Zip: _____

Phone Number: (____) _____ - _____

- Alternative Number: (____) _____ - _____

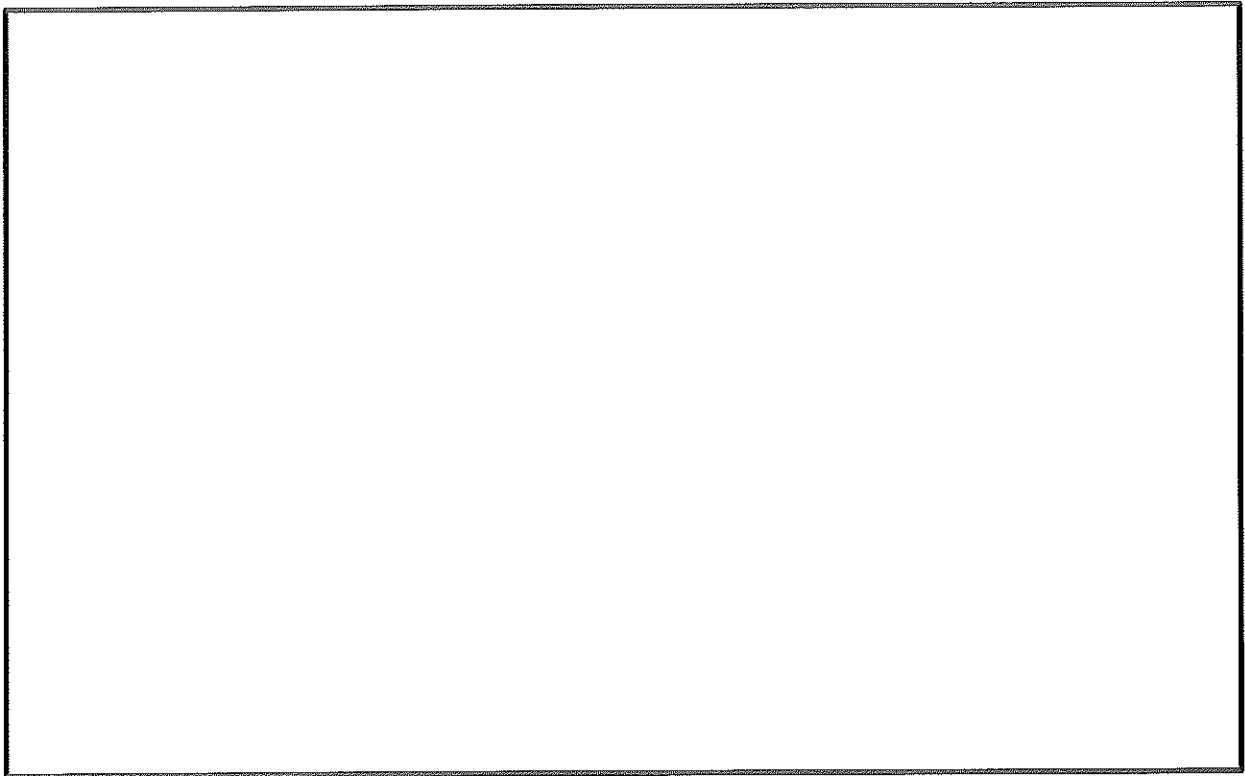
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Is this project in a FEMA designated Flood Zone? Yes No

Is workman's comp. Insurance required for this project? Yes No

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Date: _____

Official Signature of Notary

Notary Public Name (printed or typed) _____

(SEAL) My Commission expires: _____

For Official Use Only

Date Application Received: _____

Total Cost of Permit: _____

Sets of plans received for review (if applicable)

Date Permit Approved: _____

Permit Number: _____

Residential Fees

Residential

Minimum Application Fee: \$ 50.00

Plus with plans or if new or renovations: Sq. Ft. (A) _____ X .05 = _____

Total: _____

Commercial Fees

Commercial

If no plans required: \$ 75.00

If plans have to reviewed: \$ 175.00

Plus for all new or renovations: Sq. Ft. (A) _____ X .10 = _____

Homeowner Recovery Fee \$ 10.00

Total: _____

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Number:

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maysville_tc@bizec.rr.com

Permit Type: Electrical

Note: If you are notching or cutting any structural member then you need a "Contractors"
Most Common Use For This Permit: Repairs, New Wiring, Service Upgrade and Power "reconnections".

Please indicate your project classification:

Residential
 Commercial (If two floors then you must pull permit in Jones County Office.)

- Estimated Construction Cost: \$ _____
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- Total Square Foot of Building: _____
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- Remodel
- Repair
- New (Addition, Shed, Home or Detached Garage/Storage)

Date: _____
Owner's Name: _____
Phone Number: (_____) _____ - _____

- Alternative Number: (_____) _____ - _____

Email Address: _____
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North Carolina, 28555

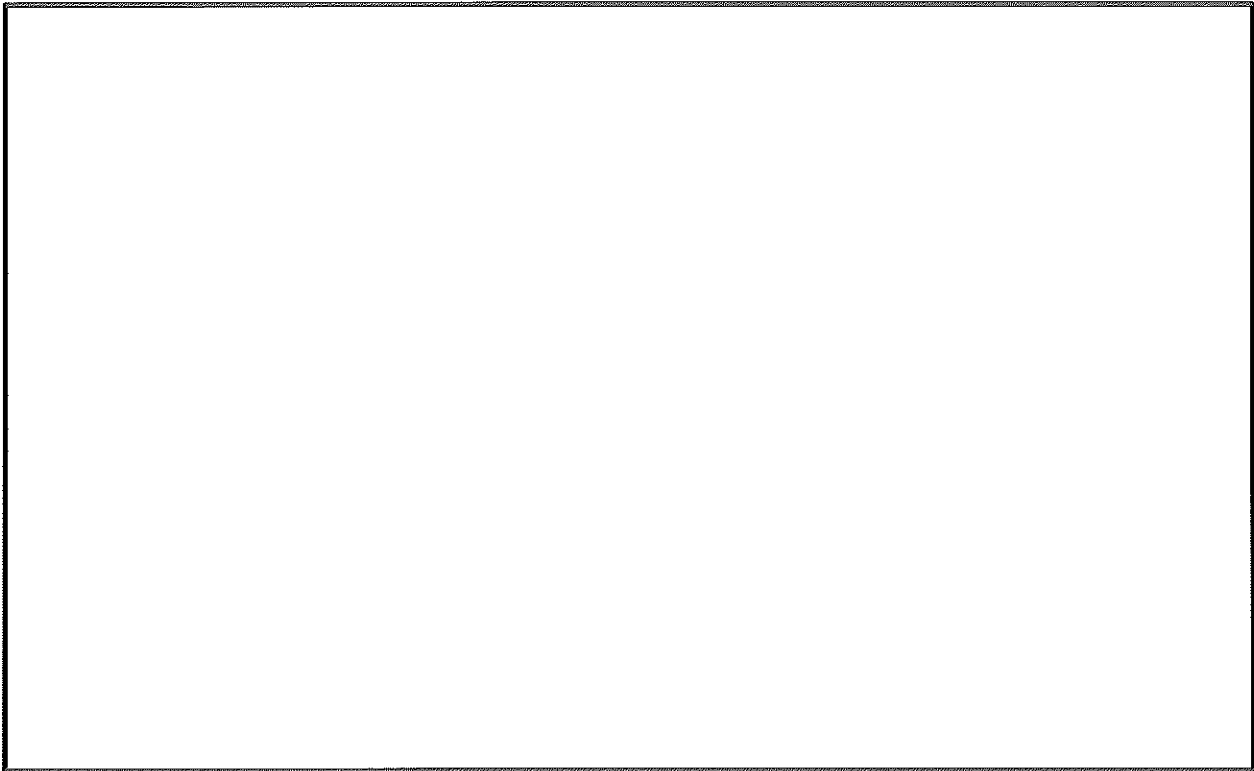
Contractor Type: NC Electrical General Contractor
Contractor's Name: _____
NC State License Number: _____
Street Name: _____
City: _____
Zip: _____
Phone Number: (_____) _____ - _____

- Alternative Number: (_____) _____ - _____

Email Address: _____
Maysville Project Street Address: _____
North Carolina, 28555

Describe the scope of work you intend to do at this location:

You are required to provide a drawing with detailed information pertaining to your project. The plans examiner may require a Professional Engineer Drawing with a NC Seal. No out of State engineer stamps are acceptable in North Carolina.



Is this project in a FEMA designated Flood Zone? Yes No

Is workman's comp. Insurance required for this project? Yes No

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Notary Public Name (printed or typed) _____ -

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For Official Use Only

Date Application Received: _____

Total Cost of Permit: _____

Sets of plans received for review (if applicable)

Date Permit Approved: _____

Permit Number: _____

Residential Fees

Residential

Review Fee:	\$ 50.00 (0-199amp)
	+10.00 (Each additional 100 amps)
Temporary Service Pole	\$ 50.00
Temporary Office Trailer	\$ 50.00
Re-Inspect Property for power	\$ 50.00
Generator	\$ 100.00
Swimming Pool Bonding	\$ 50.00
Greenhouse (each)	\$ 10.00 + Service if added.
Plus: If new or renovation with plans	Sq. Ft. (A) _____ X .06 = _____
Homeowner Recovery Fee	\$ 10.00
Cert. of Occupancy/Compliance	\$ 25.00
Total:	_____

Commercial Fees

Commercial

Review Fee:	\$ 75.00
	+ 10.00 (Each additional 100 amps)
Temporary Service Pole	\$ 50.00
Temporary Office Trailer	\$ 50.00
Re-Inspect Property for power	\$ 100.00
Generator	\$ 150.00
Swimming Pool Bonding	\$ 50.00
Greenhouse (each)	\$ 10.00 + Service if added.
Poultry or Livestock Barn	\$ 50.00 each + service if added
Bulk Barns	\$ 10 _ Service if added.
Minimum Application Fee:	\$ 100.00
Plus: If new or renovation with plans:	Sq. Ft. _____ X .10 = _____
Homeowner Recovery Fee	\$ 10.00
Total:	_____

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Owner's Name: _____

Phone Number: (_____) _____ - _____

- Alternative Number: (_____) _____ - _____

Email Address: _____

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Contractor Type: NC General Contractor

Contractor's Name: _____

NC State License Number: _____

Street Name: _____

City: _____

Zip: _____

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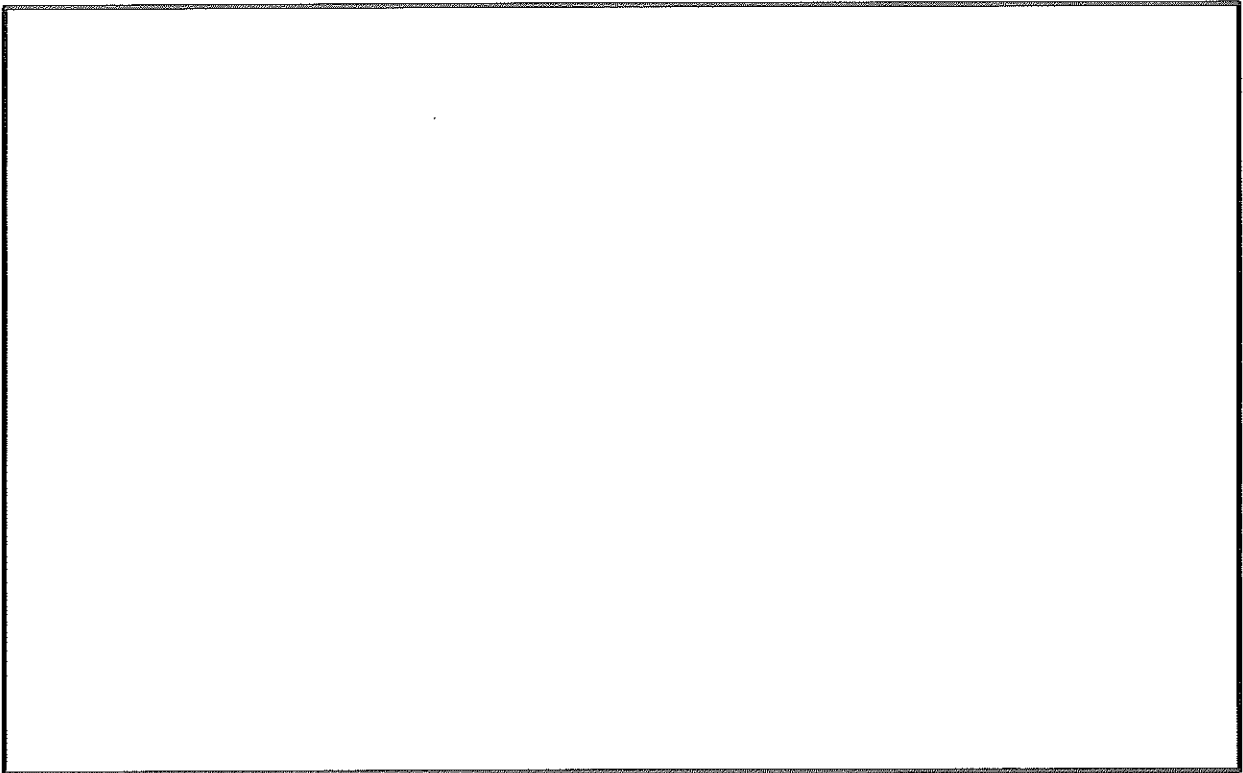
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Notary Public Name (printed or typed) _____ -

(SEAL) My Commission expires: _____

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Residential

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DO NOT REMOVE!

Details: Appointment of Lien Agent

Entry #:
 Filed on: 04/12/2013
 Initially filed by: BMorton

Designated Lien Agent	Project Property	Print & Post
Investors Title Insurance Company		
Property Type		
Other	Pre-Permit Workers	Contractors: Please post this notice on the Job Site.
Owner Information		Suppliers and Subcontractors: Scan this image with your smart phone to view this filing. You can then file a Notice to Lien Agent for this project.
	Notification Alert Emails:	
Contractor Information		

Filing Location Information:

Online: www.liensnc.com • Address: 19 W. Hargett St., Suite 507 / Raleigh, NC 27601 • Email: support@liensnc.com •
 Fax: (919) 489-5231 • Technical Support Hotlines: (888) 690-7384 •

Permit
Number:

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404 Main Street
PO BOX 265
Maysville, NC 28555
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maysville_tc@bizec.rr.com

Permit Type: Mobile Home

Note: If you are notching or cutting any structural member then you need an Engineer Letter for any such work.
Most Common Use For This Permit: Single Wide, Double Wide and Education Trailers.

Please indicate your project classification:

Residential
 Commercial (If two floors then you must pull permit in Jones County Office.)

- Estimated Construction Cost: \$ _____
 - OVER \$30,000 REQUIRES A LIEN AGENT
- Total Square Foot of Building: _____
- Total Square Foot of Construction Area Only: (A) _____
- Remodel
- Repair
- New (Addition, Shed, Home or Detached Garage/Storage)

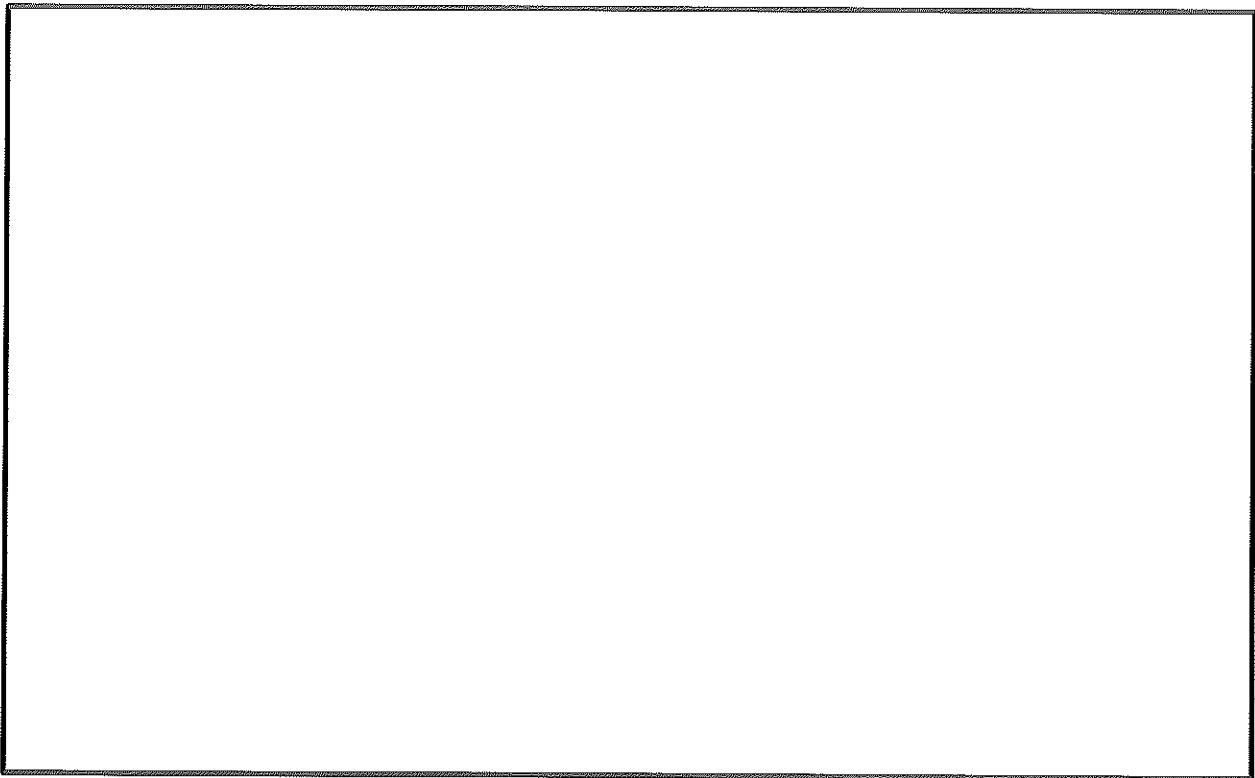
Date: _____
Owner's Name: _____
Phone Number: (_____) _____ - _____
• Alternative Number: (_____) _____ - _____
Email Address: _____
Maysville Project Street Address: _____
North Carolina, 28555

Contractor Type: NC General Contractor (On the last page please list all other sub-contractors).

Contractor's Name: _____
NC State License Number: _____
Street Name: _____
City: _____
Zip: _____
Phone Number: (_____) _____ - _____
• Alternative Number: (_____) _____ - _____
Email Address: _____
Maysville Project Street Address: _____
North Carolina, 28555

Describe the scope of work you intend to do at this location:

You are required to provide a drawing with detailed information pertaining to your project. The plans examiner may require a Professional Engineer Drawing with a NC Seal. No out of State engineer stamps are acceptable in North Carolina.



Is this project in a FEMA designated Flood Zone? Yes No

Is workman's comp. Insurance required for this project? Yes No

I hereby certify that all of the information listed on this application is correct, and that all work will comply with the NC State Building Code, the insulation and Energy Utilization standards of the State Building Code, and all other applicable State and Local laws, ordinances and regulations. I also understand that if an inspection fails, I may be held liable for re-inspection penalty fee. I furthermore understand that no permit fees are refundable, or transferrable, and that once a permit is voided or expired, I may incur an additional permit fee(s) to obtain permits in the future.

Permits expire 1year after being issued if no inspections are performed at the listed above location.

The Town of Maysville has the exclusive right to reinstate the permit for a fee of \$50.00 or may require you to apply for a new permit all together. This will be up to the local jurisdiction.

Owner, Contractor, or Authorized Representative

Signature Required: _____ Date: _____

As a representative of The Town of Maysville, North Carolina, I do hereby certify that _____ personally appeared before me this day and acknowledged to me the due execution of the foregoing instrument. Witness my hand and official seal this the _____ Day of _____ 20__.

Date: _____

Official Signature of Notary

Notary Public Name (printed or typed) _____

(SEAL) My Commission expires: _____

For Official Use Only

Date Application Received: _____

Total Cost of Permit: _____

Sets of plans received for review (if applicable)

Date Permit Approved: _____

Permit Number: _____

Residential or Commercial Fees

Application: \$ 50.00
Home Owner Recovery Fund: \$ 10.00

Single Wide: \$ 305.00
Double Wide \$ 330.00

Subcontractors must provide information:

Electrical Contractor Name: _____
License Number: _____
Address: _____
Phone Number: _____
Email: _____
Printed Name: _____
Signature: _____
Date: _____

Mechanical Contractor: _____
License Number: _____
Address: _____
Phone Number: _____
Email: _____
Printed Name: _____
Signature: _____
Date: _____

Plumbing Contractor : _____
License Number: _____
Address: _____
Phone Number: _____
Email: _____
Printed Name: _____
Signature: _____
Date: _____