



County of Scotland

Inspection and Permitting Department

507 West Covington Street
P.O. Box 489
Laurinburg, North Carolina 28353
Telephone: (910) 277-2415
Fax: (910) 277-3160
Website: www.scotlandcounty.org



GENERAL INFORMATION AND INSPECTIONS

No person, firm, or corporation shall erect, construct, enlarge, install, alter, repair, move, improve, convert or demolish any building, structure system without first obtaining a permit for such from the Inspection Department. (G.S. 143—138 (b), 153A—357, 160—417).

ANY CONSTRUCTION DONE PRIOR TO THE ISSUANCE OF A PERMIT CONSTITUTES A PENALTY TO DOUBLE THE PERMIT FEES. NO INSPECTION OF ANY KIND WILL BE DONE UNTIL ALL PERMITS FOR THE PROPOSED CONSTRUCTION HAS BEEN OBTAINED.

In order to obtain a building permit you shall have the following (where applicable).

1. From Environmental Health—Improvement permit for water and sewer systems.
2. Zoning Permits (to make sure the property for the proposed construction meets all requirements). If the property is located in the County (and not inside any municipality), the permit is obtained from the Inspection Office. To obtain a zoning permit you will need a deed, plat and pin #. If property is in an approved subdivision, no plat is needed. If the property is located in any of the municipalities, you will need to obtain a zoning permit from them.
3. 2 sets of plans for the proposed construction (**14" x 17"**) in size.
 - (1) **Drawings must be submitted with the application for the permit. Drawings can be prepared by anyone as long as the project is less than 2500 square feet; less than \$90,000.00 in value, or residential.**

Drawings must contain enough information to completely define all structural, electrical, plumbing, and mechanical systems. The following is a minimum list of drawings required for permitting:

1. **Footing and Pier Plans**— shows size and location of all footings and piers.
2. **Floor and Framing Plans**—shows size and location of floor and wall framing, including insulation.
3. **Wall Framing Plans**—shows size and spacing of wall members, and sizes of headers over windows and doors.
4. **Roof Framing Plans**— shows the distances from the first floor to grade, porches, etc.

The following inspections are required (as appropriate). No further work shall be done until each state has been inspected and approved.

1. **Footing**— Before any concrete is poured.
2. **Temporary Service.**
3. **Under Slab**—Before any concrete is poured.
4. **Foundation.**
5. **Under Floor Framing.**
6. **Rough-In—Electrical, Plumbing, Mechanical.**
7. **Building Framing.**
8. **Fire Protection.**
9. **Insulation.**
10. **Certificate of Compliance.**
11. **FINAL— Certificate of Occupancy.**

All permitted projects are subject to re-inspection fees at the following rate:

- \$30.00 for the second extra trip.**
- \$40.00 for the third extra trip.**
- \$60.00 for the fourth extra trip.**

Extra trips are defined as the third trip for the same inspection, or the first inspection if the project is obviously not ready when the inspector arrives at the scheduled inspection.

Compliance with this memorandum should clear up our Drawing Permit Requirements/Inspection Policies and help us understand the intent of the Builder/Owner. If you have any questions, don't hesitate to ask.

County of Scotland

Inspection and Permitting Department

Building Permit Checklist

- _____ Get Improvement Permit for water and sewer systems @ Health Dept.
See Brian Lowery in Environmental Health.

- _____ Must have pin#, plat and deed. Can obtain these from Map and Tax Dept.

- _____ Get Zoning Permit from Zoning Dept. – if in any city/town, must go to that municipality.

- _____ Get 2 sets of plans for the proposed construction (14" x 17") in size.
(These must be submitted with building app. Drawings can be prepared by anyone as long as the project is less than 2,500 sq. ft., less than \$90,000.00 in value, or residential.)

- _____ Get a Lien Agent IF PROJECT IS \$30,000.00 OR OVER. You can obtain Lien Agent Online at North Carolina Dept. of Insurance website. There is a link from www.scotlandcounty.org website.

APPLICATION FOR BUILDING PERMITS
 COUNTY OF SCOTLAND – CODE ENFORCEMENT DIVISION
 Application for Building, Renovation, Addition

Owner _____ Permit # (for office use only) _____
 Mailing Address _____ Phone#: _____
 Location/Address of Property/Building _____

New _____ Renovation _____ Addition _____
 Description of Proposed Work _____
 # of stories _____ Garage(s) sq.ft. _____ Length _____ Width _____ Heated sq. ft. _____
 Basement _____ # Porches sq.ft. _____ #Decks sq. ft. _____
 Residential _____ Commercial _____ (FEES – OFFICE USE ONLY)
 Estimated Cost of Construction/Work \$ _____ FEE \$ _____

LICENSED CONTRACTORS - RESIDENTIAL RECOVERY FEE \$ _____

CHANGE OF USE – Building to be used for _____ FEE \$ _____

INSULATION: _____ FEE \$ _____

HEATING/AIR CONDITIONING (MECHANICAL):
 New _____ Existing _____ # of Systems _____ Type of System _____ Tie in Existing System _____ FEE \$ _____
 ADDITIONAL SYSTEMS: Dryer # _____ Bath Vents # _____ Range Hood # _____ Other _____ FEE \$ _____

PLUMBING: Water lines _____ Sewer line _____ Up fit _____ # Bathrooms _____
 ADDITIONAL FIXTURES: Water Heater # _____ Clothes Washer # _____ Dishwasher # _____
 Laundry & Kitchen Sinks # _____ Wet Bar # _____ Spa # _____ Other # _____ Total # Additional Fixtures _____ FEE \$ _____

ELECTRICAL: Size of Service: #Amps _____ Residential _____ Commercial _____ SVC Repair _____
 SVC Change _____ Temporary Pole _____ Other _____ FEE \$ _____

UTILITIES: Water: Public _____ Private _____ Private Health Dept. Permit # _____
 Sewer: Public _____ Private _____ Private Health Dept. Permit # _____ FEE \$ _____

ALL OTHERS: (Sprinkler Protection) (Fire Alarm System) (Sign) (Accessory Structures) FEE \$ _____

ZONING FEE \$ _____

TOTAL ALL FEES \$ _____

I, the undersigned, hereby make application for permits, inspection of work described and agree to comply with all applicable laws regulating the work. I have received a printed sheet headed "General Information and Inspections". It is my responsibility to obtain the signatures and license numbers of the contractors used and return it to Scotland County Inspections Department prior to any work done or inspections. I further understand that all inspection requests are to be made by me or my agent.

BUILDER'S SIGNATURE _____ LICENSE # _____
 COMPANY NAME _____ PHONE # _____

SUB-CONTRACTORS:
 ELECTRICAL CONTRACTOR _____ LICENSE # _____
 PLUMBING CONTRACTOR _____ LICENSE # _____
 HEATING/AIR CONTRACTOR _____ LICENSE # _____
 INSULATION CONTRACTOR _____ LICENSE # _____
 SPRINKLER CONTRACTOR _____ LICENSE # _____

Signature of Applicant: _____ Date: _____

Application Approved _____ Disapproved _____

Signature of Approving Official _____ Date _____

NOTE: ANY PERMIT ISSUED EXPIRES SIX (6) MONTHS AFTER ISSUANCE IF NO INSPECTIONS HAVE BEEN MADE. ANY PERMIT ISSUED SHALL EXPIRE TWELVE (12) MONTHS AFTER ISSUANCE IF THE WORK IS DISCONTINUED.

SCOTLAND COUNTY CHARGES \$25.00 RETURN CHECK FEE.
 NO REFUNDS AFTER PERMITS ARE ISSUED.

**SCOTLAND COUNTY INSPECTION DEPARTMENT
REQUEST FOR TEMPORARY ELECTRICAL POWER**

This application is to permit electrical power for the purpose of utilizing portions of the permanent wiring system to facilitate the construction of property located:

(Project Address): _____

Applicant: Name: _____

Address: _____

Phone: _____

Portion of system to be energized and intended use: _____

Duration: _____

Signature: _____

10.8 Temporary Power (NEC 2005 Administration Section)

10.8.1 Scope. The provisions of this section apply to the utilization of portions of the wiring system within a building to facilitate construction.

10.8.2 Provisions for Temporary Power. The Code enforcement official shall give permission and issue a permit to energize the electrical service when the provisions of 10.8 and the following requirements have been met:

- 1) The service wiring and equipment, including the meter socket enclosure, shall be installed, The service wiring terminated, and the service equipment covers installed.
- 2) The portions of the electrical system that are to be energized shall be complete and physically protected.
- 3) The grounding electrode system shall be complete.
- 4) The grounding and the grounded conductors shall be terminated in the service equipment.
- 5) At least one receptacle outlet with ground fault circuit interrupter protection for personnel shall be installed with the circuit wiring terminated.
- 6) The applicable requirements of the North Carolina Electrical Code shall apply.

10.8.3. Uses Prohibited. In no case shall any portion of the permanent wiring be energized until the portions have been inspected and approved by an electrical Code Enforcement Official. Failure to comply with this section may result in disconnection of power or revocation of permit.

10.8.4. Application for Temporary Power. Application for temporary power shall be made by and in the name of the applicant. The application shall explicitly state the portions of the energized electrical system, mechanical system, or plumbing system for which application is made, its intended use and duration.

10.8.5 Security and Notification. The applicant shall maintain the energized electrical system or that portion of the building containing the energized electrical system in a secured and locked manner or under constant supervision to exclude unauthorized personnel. The applicant shall assume the responsibility to alert personnel working in the vicinity of the energized electrical system to its presence.

Section 10.8.2 requires the Code enforcement official to authorize temporary power to be connected when the provisions of Section 10.8 are met. Circuits to mechanical equipment which has not been installed or inspected at the time of authorization of temporary power must not be energized. Final authorization for permanent power may only be issued after all electrical appliances have been installed, inspected, and approved. No Certificate of Occupancy may be issued until final electrical approval. Occupancy of a building prior to the issuance of a Certificate of Occupancy is a violation of GS 153-363.

I have read the above conditions of approval, I agree to abide by all conditions and I am aware the electrical systems on the property listed above will be energized.

General Contractor/Homeowner: _____ Date: _____ License # _____

Electrical Contractor: _____ Date: _____ License # _____

HVAC Contractor: _____ Date: _____ License # _____

Plumbing Contractor: _____ Date: _____ License # _____

FOR THE OWNER/APPLICANT TO SIGN

I understand that I am signing this document under oath; I certify that I am making a truthful statement. I have entered into a construction contract where the cost of the undertaking exceeds \$30,000.00. I have read G.S. Section 87-1 as amended July 6, 1992 which is printed below. 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 below, includes construction superintending and managing in addition to, among other things, signing written contracts. I intend to retain the finished house (or other project) exclusively for my own use; I am not building a "speculation" project with the intention of selling the project once it is completed. I will occupy the property for at least one year following completion of construction. I understand that building a "spec" project without proper license is a violation of 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 have filled out the attached worksheet/affidavit regarding workers' compensation, and I certify either that I am not required by law to carry such coverage or that I will agree to submit certificates of insurance coverage upon demand by the Building Inspector. I understand that I am responsible for ascertaining whether I am obligated by law to obtain workers' compensation insurance and to assure that our insurance coverage is adequate; I have made all reasonable inquiries of the appropriate authorities and/or sought private legal counsel to assure that I am providing all workers' compensation coverage required by law.

AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE

N.C.G.S. 87-14

The undersigned applicant for Building Permit # _____ being the

_____ Contractor

_____ Owner

_____ Officer/Agent of the
Contractor or Owner

do hereby affirm under penalties of perjury that the person(s), form(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 (1) or more subcontractor(s) and have obtained workers' compensation insurance covering them.
- _____ has/have one (1) or more subcontractor(s) and who has/have their own policy of workmans' 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. It is understood that the Inspection Department issuing the permit may require certificates of coverage of workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Firm Name: _____

By: _____

Title: _____

Date: _____

This is the _____ day of _____, 20 _____

NAME	TITLE	TELEPHONE NUMBER
------	-------	------------------

Sworn and subscribe before me this the _____ day of _____, 20 _____

NOTARY PUBLIC

My Commission Expires: _____

County of Scotland

Inspection and Permitting Department

507 West Covington Street

P.O. Box 489

Laurinburg, North Carolina 28353

Telephone: (910) 277-2415

Fax: (910) 277-3160

Website: www.scotlandcounty.org



RESIDENTIAL PLANS REVIEW FORM

Scotland County Inspections will no longer perform residential plans review (as allowed by G.S. 153A-357(a) (4) for contractors/owners **unless specifically requested to perform such service.**

It shall be the contractor's/owner's responsibility to conform to the technical codes for all projects.

Plans must be at least 14" x 17" with details and specifications, drawn to scale, along with the signature of the person responsible for the design.

All permitted projects are subject to reinspection fees at the following rate:

\$30.00 for the first extra trip

\$40.00 for the second extra trip

\$60.00 for the third extra trip

Extra trips are defined as the third trip for the same inspection or the first inspection, if the project is obviously not ready when the inspector arrives at the scheduled inspection.

Please check and sign one of the following:

_____ Contractor/Owner **REQUESTS** residential plans review service by the inspection staff.

(Staff workloads will determine duration of plans review process).

Signature: _____ Date: _____

_____ Contractor/Owner **DECLINES** residential plans review by inspection staff.

Signature: _____ Date: _____

CERTIFICATION STATEMENT FOR

HOMEOWNER

OWNER: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

I CERTIFY THE FOLLOWING:

1. I WILL BE ACTIVELY PARTICIPATING IN THE WORK FOR WHICH I OBTAINED PERMITS.
2. I OWN THE HOUSE OR BUILDING COVERED BY THE PERMITS AND I INTEND TO LIVE THERE FOR AT LEAST ONE (1) YEAR AFTER THE PROJECT IS COMPLETED.
3. I WILL NOT HIRE AN UNLICENSED INDIVIDUAL TO PERFORM THE WORK FOR ME.
4. I CAN HIRE SOMEONE TO ASSIST ME WITH THIS WORK BUT I MUST BE PRESENT AND ACTIVELY INVOLVED AT ALL TIMES WHILE THE WORK IS BEING PERFORMED.
5. FAILURE TO FOLLOW THE ABOVE PROCEDURES OR PROVIDING FALSE INFORMATION IN THE PERMITTING PROCESS WILL VOID THE PERMITS AND SUBJECT ME TO A POSSIBLE CRIMINAL CLASS 3 MISDEMEANOR.

SIGNATURE: _____

DATE: _____

NOTICE

Renovation & Demolition Requirements For North Carolina

The issuance of this permit does not in any way grant permission to the owner, owner's representative, or permit holder to proceed without complying with the requirements of the North Carolina programs for asbestos and lead-based paint.

The North Carolina laws administered by the NC DHHS, Health Hazards Control Unit (HHCU), may require training, licensing, or permitting with the HHCU in addition to your local city/county issued permit.

Failure to comply with applicable requirements of the laws may result in environmental contamination, personal exposure, additional project cost and potential penalty assessments.

For copies of the asbestos and lead-based paint laws or for more information regarding asbestos or lead-based paint, visit the following website:
<http://epi.publichealth.nc.gov/asbestos/healthaz.html>

You can also call the HHCU at 919-707-5950.

DEMOLITION PERMIT

JOB ADDRESS: _____

PROPERTY DESCRIPTION: _____

APPLICANT: _____ PHONE # _____

PROPERTY OWNER NAME: _____

OWNER'S ADDRESS: _____

THIS PERMIT DOES NOT ALLOW YOU TO START DEMOLITION PRIOR TO CONTACTING THE STATE FOR AN ASBESTOS INSPECTION.

APPLICANT HAS BEEN GIVEN ALL FORMS NECESSARY BY THIS OFFICE PERTAINING TO ASBESTOS REMOVAL AND DEMOLITION.