



NEW HANOVER COUNTY

BUILDING SAFETY

230 Government Center Drive, Suite 170, Wilmington, NC 28403

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CHECKLIST GUIDE FOR IN-PERSON PERMIT SUBMITTALS ONLY

GENERAL INFORMATION:

- VALID PHOTO ID FOR NOTARY PURPOSES
- APPLICANT'S NAME
- PROJECT CONTACT NAME AND EMAIL
- TENANT/OCCUPANT NAME (COMMERCIAL ONLY)
- PROJECT ADDRESS
- PROPERTY OWNER
- PROPERTY OWNER'S ADDRESS
- PROPERTY OWNER'S PHONE NUMBER
- CONTRACTOR'S NAME (IF KNOWN) AND EMAIL
 - LIEN AGENT IF CONTRACTOR IS KNOWN (COMMERCIAL IS REQUIRED FOR \$30,000 AND ABOVE)
 - LIEN AGENT IF CONTRACTOR IS KNOWN (RESIDENTIAL IS REQUIRED FOR NEW HOMES AND LEASED OR RENTED PROJECTS \$30,000 OR ABOVE)
- CONTRACTOR'S LICENSE (IF KNOWN)
- CONTRACTOR'S ADDRESS (IF KNOWN)
- VALID WORKER'S COMP CERTIFICATE
- DESCRIPTION OF WORK
- WATER AND SEWER PROVIDER

PLANS:

- SITE PLANS
- CONSTRUCTION PLANS

IF SUBMITTING PLANS IN PERSON, PLEASE USE ONE OF THE FOLLOWING FORMATS:

- ELECTRONIC PLANS [ON USB/FLASH DRIVE OR DISC]
- PAPER PLANS [4 SETS COMMERCIAL, 1 SET RESIDENTIAL]

****THIS CHECKLIST IS ONLY A GUIDE AND DOES NOT REPRESENT A PERMIT APPLICATION. ADDITIONAL INFORMATION MAY BE REQUIRED. PLEASE CONTACT A DSC STAFF MEMBER AT 910-798-7308 FOR FURTHER ASSISTANCE.****