



Permit # _____

APPLICATION FOR BUILDING, TRADE AND MANUFACTURED HOME PERMITS

Owner	Phone
E-Mail	
Mailing Address	
Location or Address of Project:	

Utilities:

Town Water	Private Well	Town Sewer	Septic Improvement Permit
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Building:

Type of Construction	Proposed Use	Different from Previous?
Dimensions	Heated SF.	#Stories
Garage SF	Basement (finished or MDT)	Porch SF
Deck SF	Estimated Cost of Construction	FEE\$
Modular:	#Stories	Basement
	Estimated Cost	FEE\$
Insulation:		FEE\$

Heating/Air Conditioning/Mechanical:

#Systems	Type of System	FEE\$
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Plumbing (total number of fixtures):

Kitchen, Laundry and Bathroom Sinks:	Toilets:	Showers	Tubs
Clothes Washer	Dishwasher	Wet Bar	Spa
			Water Heater
Total # Bathrooms	Total # of Fixtures	Other	FEE\$

Electrical:

Residential?	Commercial?	#Amps	FEE\$
Temporary Pole?	Other?		FEE\$

State Insurance for General Contractors:	FEE\$
Manufactured Homes (singlewide, doublewide, triple wide):	FEE\$
Other Specialty Permits:	FEE\$
Zoning:	FEE\$
Total:	FEE\$

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 the brochure "How to Obtain a Building Permit." I have also received a copy of this document and I understand that it is my responsibility to maintain current signatures and license numbers on file of the respective contractors shown below and to notify the Town of Aberdeen of any changes prior to any rough-in inspections. I further understand that all inspection requests are to be made by me or my agent to the Town of Aberdeen Planning and Inspections Department and that the septic operating permit, where required, must be provided before a Certificate of Occupancy is issued.

Builder's Signature:	License #:	
Company Name:	Phone#:	
Address:		
Electrical Subcontractor:	License #:	
Plumbing Subcontractor:	License #:	
Heating/Air Subcontractor:	License #:	
Signature of Applicant:	Date:	
Application Approved <small>(For Official Use Only)</small>	Approving Official: <small>(For Official Use Only)</small>	Date:
Septic Operating Permit Received?	Staff Initials	



TOWN OF ABERDEEN
CERTIFICATE OF ZONING COMPLIANCE
 115 N. Poplar Street
 Planning / Zoning / Inspections
 910-944-7024 910-944-7459 (fax)

Permit # _____

Amount \$ _____

Approved Denied

Approved By _____ Date _____

Subject Property Street Address: _____ Use Requested: _____

Applicant: _____ Mailing Address: _____

Email Address: _____ Phone # _____ Cell # _____

Owner of Property: _____ Mailing Address: _____

Email Address: _____ Phone # _____ Cell # _____

Office Use: In-Town Out-of-Town Is property to be annexed: Yes No

Watershed: Yes No SNIA# _____ Approval Date: _____

Moore County Tax Department Property Records: PIN# _____ LRK# _____

Lot Size: _____ Deed Book _____ Page _____ Census Tract # _____

Zoning Classification: _____ Setbacks: Front _____ Side _____ Rear _____

Is subject property located in the Floodplain: Yes No Elevation Certificate Received: Yes No

Flood Plain: Map# _____ Date of Map _____ Firm Zone _____

I as the applicant understand that I am responsible for complying with the following marked items before a Certificate of Occupancy may be granted or issued:

<input type="checkbox"/> Annexation Application	<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> Plan Review
<input type="checkbox"/> Buffer/Screen Requirements	<input type="checkbox"/> Moore County Health Dept	<input type="checkbox"/> Water/Sewer Tap
<input type="checkbox"/> Driveway Permits – NC DOT or TOWN	<input type="checkbox"/> Parking Requirements	<input type="checkbox"/> Other _____
<input type="checkbox"/> Fire Inspection	<input type="checkbox"/> Sign Code	
<input type="checkbox"/> North Carolina Building Codes	<input type="checkbox"/> Privilege License	

I further certify that I, the undersigned, am the owner of the subject property or I am making application with the full authority of the owner(s) and the statements herein are true and correct to the best of my knowledge. I also certify that I have or will comply with all applicable Town of Aberdeen, Moore County, or State of North Carolina Statutes, Codes, Ordinances or Regulations.

Applicant/Owner _____ Date _____

 Official Use

Remarks: _____

.Town of Aberdeen
Business License Application

Name of Business _____

Location of Business _____

Mailing Address _____

City _____

State _____

Zip Code _____

Phone _____

Contact Person _____

Federal Tax ID# or SSN _____

Description of Business _____

State License # _____

UNDER PENALTY OR PERJURY THE UNDERSIGNED CERTIFIES THAT THE INFORMATION INSERTED THEREIN HAS BEEN CAREFULLY READ AND IS TRUE AND CORRECT. PLEASE ALLOW AT LEAST 72 HOURS TO REVIEW YOUR APPLICATION. IT IS UNLAWFUL TO CONDUCT BUSINESS WITHOUT A LICENSE. VIOLATORS SHALL BE GUILTY OF A MISDEMEANOR AND UPON CONVICTION SHALL BE FINED NOT MORE THAN \$50.00 OR IMPRISONED FOR NOT MORE THAN 30 DAYS.

SIGNATURE

DATE

FOR OFFICE USE ONLY

TAX CODE: _____

LICENSE TAX DUE: _____

Application for Water and/or Sewer Tap

THE FOLLOWING REQUIREMENTS MUST BE COMPLIED WITH BEFORE SERVICE CONNECTION:

1. The tap fee must be paid 2 weeks prior to the Town's work.
(Billing for service will begin immediately after installation)
2. Once tap has been made, water service will not be installed until an application for service has been completed.
3. The applicant or the plumber must purchase a plumbing permit before work is to begin on property.
4. **FOR SEWER TAP:** Aberdeen Code of Ordinances, Section 50.32 (f) reads: "Whenever a septic tank is abandoned for any purpose; it shall be solely the property owner's responsibility to dispose of the sewage and fill-in or remove the tank such that it shall not create a health hazard. It is recommended that all tanks be pumped empty and filled with sand or to be torn out. Tanks deemed by the Town to present a health hazard or safety hazard shall be required to be pumped' filled-in or removed."
5. **FOR WATER TAP:** A water cut-off valve and valve box are provided with water service tap fee. The owner's responsibility begins at the female connection on the customer side of the meter box and including the $\frac{3}{4}$ valves and box.
6. **FOR WATER TAP:** The water pressure at your tap is _____PSI. If the water pressure is too high, it is your responsibility to have a pressure-reducing valve installed at your expense.
7. **FOR WATER TAP:** If you are currently on a private well, before you connect to Town service, all lines from existing well must be disconnected and in no way connected to the Town water supply system.
8. At the discretion of the Public Works Director, in certain cases more than one user per meter connections may be allowed. If allowed, a base fee will be charged for each additional user and owner of property will be responsible for all water/sewer charges.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Date installed: _____

Meter Number: _____

Meter Reading: _____

Supervisors Signature: _____



115 N. Poplar
P.O. Box 785
Aberdeen, NC 28315

Town of Aberdeen

Water/Sewer Dept.

Phone: (910)944-7799
Fax: (910)944-7459

Application for Water and/or Sewer Tap

Customer: _____ Phone #: _____

Physical Address of Property: _____

Mailing Address: _____ City _____ State _____ Zip _____

Service Desired: Water _____ Sewer _____ Out of Town(*) _____ Residential _____ Commercial _____ Industrial _____

(*) Note: If out-of-town item is checked, customer must petition to be annexed.

Tap Size: 3/4" _____; 1" _____; 2" _____; 3" _____; 4" _____; 6" _____

**Taps over 2" will be priced on time, material & acreage fee by the Public Works Director

Water Connections: Fee \$ _____
(Larger Tap sizes are Time & Material)

In-Town	3/4" Tap	\$600.00	
	1" Tap	\$700.00	
	2" Tap	\$1500.00	
Out-of-Town	3/4" Tap	\$1200.00	
	1" Tap	\$1400.00	
	2"	\$3000.00	

Sewer Connections
(Larger Tap sizes are Time & Material)

In-Town	4" Tap	\$500.00	
Out-of-Town	4" Tap	\$1000.00	

Fee \$ _____

Acreage Fee:

Residential	Water	\$200.00	Sewer	\$300.00	
Commercial/Non-residential	3/4" Water	\$300.00	Sewer	\$600.00	
	1" Water	\$400.00	Sewer	\$1100.00	
	2" Water	\$600.00	Sewer	\$2600.00	
	3" Water	\$1000.00	Sewer	\$5000.00	
	4" Water	\$2000.00	Sewer	\$8000.00	
	6" Water	\$5000.00	Sewer	\$15000.00	

Fee \$ _____

Boring Charge (In addition to the charges noted above, a surcharge as follows shall be made for cuts to pavement or bores under the pavement)

Water	In-Town	\$200.00	Sewer	In-Town	\$200.00	
	Out-of-Town	\$400.00	Sewer	Out-of-Town	\$400.00	

Fee \$ _____

CASH _____ CHECK# _____ TOTAL FEES \$ _____

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), 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 covering 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 workers' 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 Inspections Department issuing the permit may require certificates of coverage and/or waivers of workers' compensation insurance coverage prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

The following signature must be notarized below!

Firm Name: _____

By: _____ Title: _____

Date: _____

I, _____, a Notary Public for _____ County and the State of North Carolina, do hereby certify that _____ personally appeared before me this date and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 20_____.

_____ My Commission Expires: _____
Notary Public Signature

**TOWN OF ABERDEEN
DRIVEWAY APPLICATION/PERMIT**

Section A

Applicant Please Complete

Date: _____ Property will be used for:
Property Owner: _____ Residential/Subdivision: _____
Property Address: _____ Commercial: _____
_____ Institutional: _____
_____ Governmental: _____

**No water or sewer services shall be located in driveway aprons, pitches, valleys, etc.
If need arises, relocation of services will be at owner/developer expense.
Proposed driveway must be flagged prior to initial inspection.
Please see reverse for requirements regarding placement of driveways.**

Section B
DOT Street Road

Note: If NC DOT Street/Road is marked below, you must apply to the NC DOT office for a Driveway Permit.

Even if the driveway is located on a DOT street/road, you are still required to pave with I-2 asphalt or concrete from property line to street, and final approval is still required by the Town of Aberdeen Public Works Department.

I am aware that I must obtain a Driveway Permit from NC DOT prior to the issuance of a Certificate of Occupancy. Initial: _____ Date: _____

Section C
Office Use Only

Date of Initial Site Visit: _____
Town Street/Road: _____ DOT Street/Road: _____ Private/Other: _____
Authorization to construct driveway approved by: _____
Additional Requirements: _____

Section D
Approval - Office Use Only

Date of Final Approval: _____ Approving Official: _____

No Certificate of Occupancy will be issued until final approval has been signed.

§ 155.065 CURB CUTS.

(A) No portion of any entrance driveway leading from a public street shall be closer than 15 feet to the corner of an intersection measured along the right-of-way line.

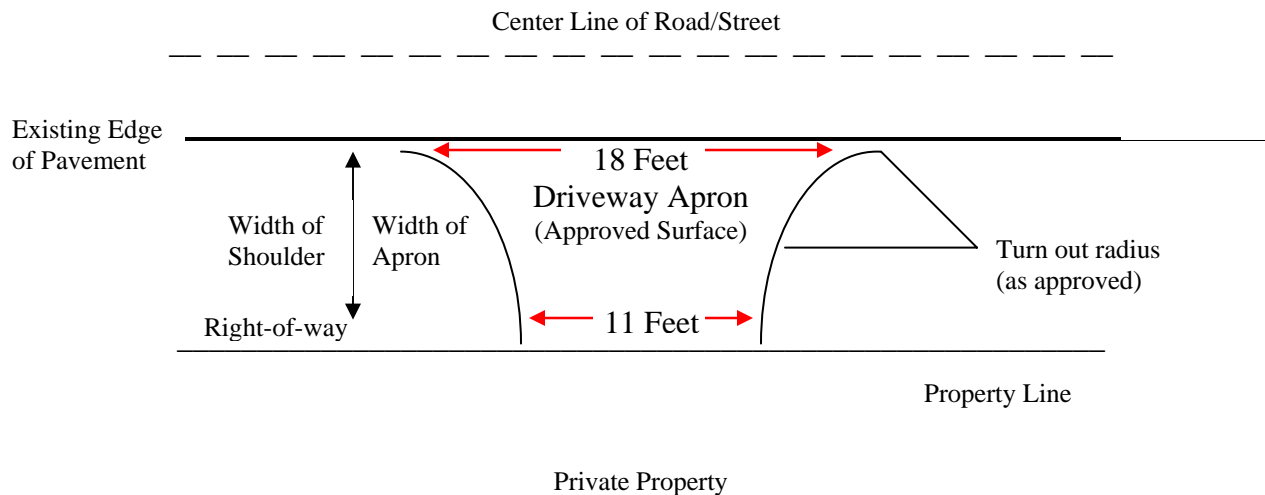
(B) The width of any entrance driveway leading from the public street shall not exceed 30 feet at its intersection with the curb or street line.

(C) No two driveways leading from a public street shall be within 20 feet of each other measured along the curb.

(Ord., passed 4-9-85) Penalty, see § 155.999

(D) All driveways shall be paved with an asphalt or concrete surface from the edge of pavement to the property line. (Effective after February 13, 1995.)

**Town of Aberdeen
New Paved Driveway Apron
MINIMUM REQUIREMENTS**



Notes:

1. Driveways connecting with DOT system streets must receive applicable State permits.
2. All driveway connections must provide for adequate flow of stormwater run-off in sideline ditches, valley gutters or suitable sized, approved pipe.
3. Driveway apron shall span the full distance from edge of pavement to the property line.

(Am. Ord., passed 2-13-95)



Town of Aberdeen

115 N. Poplar Street
PO Box 785
Aberdeen, NC 28315

Planning Department
Building Inspections

Phone: 910-944-7024
Fax: 910-944-7459

CERTIFICATION AS TO STATUS OF LICENSURE: FOR GENERAL CONTRACTOR 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: the contract whether written or oral is in the exact name as listed with the North Carolina Licensing Board for General Contractor. I am not in partnership, including any "joint venture", (unless in compliance with 21 N.C.A.C. 12.0207) with any unlicensed entity. I certify that I am presently licensed under the name of: _____ and under the license number _____. My license is active and in good standing. I have filed all necessary renewal forms with the North Carolina Licensing Board of General Contractors. I am not presently under any disciplinary order issued by the North Carolina Licensing Board of General Contractors, which disqualifies me for a building permit.

I certify to this Building Inspection Code Enforcement Office that I have paid license tax(es) as required by the N.C Department of Revenue. I have in effect all required worker's compensation insurance coverage. I have filled out the worksheet/affidavit regarding worker's compensation and I agree to submit certificates of insurance coverage upon demand by the building inspector/code enforcement officer. I understand that I am responsible for ascertaining whether I am obligated by law to obtain worker's compensation insurance and to assure that our insurance coverage is adequate. I have made all reasonable inquires of the appropriate authorities and/or sought private legal counsel to assure that I am providing all workers' compensation required by law.

I understand that a licensed general contractor must pay a \$10.00 fee upon applying for a residential permit pursuant to G.S. 87.13.3 "Homeowner's Recovery Fund" Act of North Carolina, \$9.00 of which the permitting official shall forward to the North Carolina Board of General Contractors.

I understand that the unlicensed practice of general contractors 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 case law, 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 Code Enforcement Officer may rely on my statement as a truthful statement regarding the status of my license.

This is the _____ day of _____, 20_____

Location of Property

Property Owner Signature

Sworn to and subscribed before me this the _____ day of _____, 20_____

Notary Public

My Commission Expires: _____



Building Inspection

Phone: 910-944-7024 Fax: 910-944-7459

Inspections:

As you are well aware, work that contractors perform at properties within our jurisdiction requires that a valid building permit be secured from this office. This in turn requires a physical inspection to be performed by the Aberdeen Building Codes Inspector. **It is very important for you to remember that when jobs are not inspected, the contractor is in violation of NC Administration & Enforcement Requirement Code, possible subjecting property owners to unsafe situations that could result in legal action.**

Required Inspections:

- **Port-A-John:** Must be in place on construction site or readily accessible to the construction site. **PORT-A-JOHN REQUIRED BEFORE ANY INSPECTION CAN BE REQUESTED**
- **Dumpster:** A standardized permitted dumpster must be on construction site. Side-by-Side construction site may use one (1) dumpster as long as dumpster is readily accessible. Dumpsters must be maintained. **DUMPSTER REQUIRED BEFORE ANY INSPECTION CAN BE REQUESTED**
- **Temporary Electrical Service:** Pole shall be constructed to meet Progress Energy standards and the latest edition of the National Electrical Code. After inspection, the power company will be authorized to energize temporary service.
- **Footing Inspections:** To be made after the trenches are excavated, all grade stakes are installed, all reinforcing steel and supports are in place and appropriately tied, all necessary forms are in place and braced and before any concrete is placed. Chimney and masonry steps must be tied and bonded to other footing.
- **Under Slab Inspections:** To be made after all forms have been placed, all electrical, plumbing and/or heating, air conditioning facilities and pipe chases in place; ALL TESTS ON.
- **Slab Pour:** All crushed stone, a vapor barrier, all reinforcement steel with supports are tied and/or welded wire fabric is installed with soil treatment for termites, when required, but before any concrete is placed.
- **Foundation Inspection:** Foundation inspections shall be made after all foundation supports are installed. This inspection is to check foundation supports, crawl space leveling, ground clearances, and positive drainage when required.
- **Floor Framing:** To be made after floor framing materials are in place, check spans, support, headers, doublers and grade marks. TO BE MADE BEFORE ANY FLOORING IS IN PLACE.
- **Rough-In Inspection:** Rough-In inspections shall be made when all building framing and parts of the electrical, plumbing, and mechanical have been placed but before any wall, ceiling finish or building insulation is installed.

- **Insulations Inspection:** To be requested after an approved building framing inspection, with all concealed insulation and vapor barriers in place but before any wall or ceiling covering is applied.
- **Water and Sewer Inspection:** To be requested after all lines are in their trenches with no backfill, all required clean-outs must be in place and all connections made at utility taps.
- **Pre Final:** To be requested when structure is ready for power and water to be turned on.
- **Final:** Final inspections to be requested when everything has been completed in the structure. This includes, electrical, HVAC and Plumbing. All flooring must be completed in kitchen and bathroom. All appliances that are supplied by the building contractor, must be installed and in working order. Street numbers (3 ½ inch reflective) must be on the front of house and clearly visible from the street.

Scheduling Inspections:

Building contractor must display the building placard in a clear location to identify project location and to record inspection results. The building placard shall be protected from outside elements and remained posted until project is completed.

To schedule an inspection you can call (910)944-7024, all inspection requests received before 9:00 AM will be done the same day of the request if time allows. All cancellations must be done before 9:00 AM on the day of the scheduled inspection.

When scheduling an inspection, the following information is required.

- (1) Permit Number
- (2) Type of Inspection

Re-inspection: A re-inspection fee will be charged on all of the following but not limited to:

- Job not ready for inspection
- Building Code violation

A Re-inspection fee of: \$50.00 (1st time)
 \$100.00 (2nd time)
 \$150.00 (3rd time)
 Each time over 3rd time fee is doubled

Certificate of Occupancy: Certificate of Occupancy is needed before anyone can occupy the dwelling. Please allow five (5) to seven (7) days for certificate of occupancy. Note: For non-residential: a site inspection by the Fire Marshall must be completed prior to C/O being issued.

Planning Director
Deputy Planner
Building Inspector
Fire Inspector
Administrative Planning &
Code Technician

Ben Warren
Patti Jilson
Richard Caton
Frankie Moree
Jennifer Moore



Town of Aberdeen

115 N. Poplar
P.O. Box 785
Aberdeen, NC 28315

Inspection Department

Phone: (910)944-7024
Fax: (910)944-7459

**AFFIDAVIT FOR
RESIDENTIAL SWIMMING POOLS, SPAS AND HOT TUBS
CONSTRUCTION AND DESIGN
North Carolina State Residential Code
Appendix G**

I, _____
Owner's Name (please Print)

Address: _____

Project Location: _____

Contractor's name & Company name (please print)

I will need a safety barrier installed in accordance with the NC State Residential Building Code and all inspection approvals, including final inspection, will be obtained. The 2006 NC State Residential Building Code requires private pool to be enclosed by a barrier meeting the requirements of Appendix G. Residential Swimming Pools, Spas and Hot Tubs with permit applications filed after January 1, 2008 must meet at one of the safety barrier requirements (please see options listed below).

Indicate your method of compliance by checking the appropriate answer(s).

_____ The Pool will be equipped with a powered safety cover in compliance with ASTM F-1346.

_____ The pool will be equipped with an approved safety pool cover complying with ASTM F-1346.

_____ The pool will be isolated from access from the dwelling and yard by an enclosure meeting the barrier requirements of Section AG105 of the NC Residential Code 2006.

_____ Combination of a partial barrier, wall of a dwelling serving as a partial barrier, alarms and/or self closing/latching devices:

_____ All door and windows providing direct access from the home to the home to the pool shall be equipped with an exit alarm complying with UL 2017 that has a minimum sound pressure rating of 85 dB A at 10 feet. The exit alarm shall produce a continuous audible warning when the door is opened and be capable of being heard throughout the dwelling during normal household activities. The alarm shall be equipped with a manual means to temporarily deactivate the the alarm for a single opening. Such deactivation shall last no more than 15 seconds. The deactivation switch shall be located at least 54 inches above the threshold of the door. Separate alarms are not required for each door or window if sensors wired to a central alarm sound when contact is broken at any opening.



Town of Aberdeen

115 N. Poplar
P.O. Box 785
Aberdeen, NC 28315

Inspection Department

Phone: (910)944-7024
Fax: (910)944-7459

PLAN REVIEW SUBMISSION REQUIREMENTS

- A) Provide (1) one set of plans that, at a minimum, including the following:

Plans shall have designers name, address, phone number, signed and dated.

Draw plans to scale with sufficient clarity to indicate the nature and character of the work.

Plans shall include typical section thru pool showing detail.

Plan shall include typical longitudinal section showing pool depths, radius, slope break depths, etc...

Design statement (as applicable) showing conformance with Section AG101-AG10108 and ANSI/NSPI 3,4,5 and 6. (Also include ANSI/ASME A112.19.8M, ASME A112.19.17 ASTM F 1346-91)

- B) Plans shall provide anti entrapment piping schematics, at a minimum, the following:

Plan shall have design statement showing conformance with Section AG 106.

Plan shall include dual main drain and atmospheric relief system piping arrangement or a listed/tested valve system for the pool and (if applicable) separate system for spa.

- C) Provide site specific pool, spa and hot tub layout, minimum scale 1/8' = 1', showing drain location, pool depths, means of egress (ladders, stairs, swim-outs, etc...), skimmer location(s), return location(s), suction cleaner line location, equipment location, heater location, etc...
- D) Complete the attached "Residential Swimming Pool Safety Requirements" Affidavit.

INSPECTION PROCEDURES

- 1) Permitting / site plan / pool design
- 2) Steel Bonding at pool / equipment
- 3) Rough plumbing / rough electrical / building
- 4) Equipotential grid in place
- 5) Final (electrical, plumbing, building)