

Residential Building Permit Application

One- and Two-Family Dwellings
HERTFORD COUNTY CODE ENFORCEMENT • BUILDING INSPECTIONS
307 W Tryon St • PO Box 424, Winton, NC 27986
Office: (252) 358-7814 • Fax: (252) 358-1241

Project Address: _____ **Parcel #** _____
Applicant Name: _____ Phone #: (____) _____ - _____
Property Owner: _____ Phone #: (____) _____ - _____
Address: _____ City: _____ State: ____ Zip: _____
Email Address _____
Project Contractor: _____ Phone #: (____) _____ - _____
Address: _____ City: _____ State: ____ Zip: _____
License #: _____ Classification: _____ Email Address: _____

Description of proposed work: _____

Project Cost: \$ _____

Type of Building: New Existing Addition
Type of Construction: Stick Built Modular On Frame Off Frame Metal
Property Use: Single Family Two Family Townhouse

Basement Heated (sf): _____ Unheated (sf): _____
1st Floor Heated (sf): _____ Unheated (sf): _____
2nd Floor Heated (sf): _____ Unheated (sf): _____
Decks/Porches/Patios Unheated (sf): _____
Accessory Structures Heated (sf): _____ Unheated (sf): _____
Total Area (sf) Heated (sf): _____ Unheated (sf): _____

Building Height: _____(ft) # of Stories: _____ # of Bedrooms: _____ # of Baths: _____

Utilities Approvals: ___ Public ___ Private Health Department Permit # _____

Zoning Authorization: ___ Town ___ County ___ N/A Application # _____

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws, ordinances, and regulations. The Inspections Department will be notified of any changes in the approved plans and specifications for the project permitted herein. • Permits expire 6 months after the issue date if no inspections are requested. Permits also expire when work has started but discontinued for 12 months from the last inspection date.

Applicant Signature: _____ **Date:** _____

ALL PERMIT FEES ARE NON-REFUNDABLE – Checks payable to: Hertford County Inspections – Cash/Check ONLY
For parcel numbers go to https://maps.roktech.net/ROKMAPS_Hertford/ • **All trades must sign & purchase their permits separately**

The following items **MUST** be attached with this application for review:

- Zoning Permit
- NC Contractor's License
- Proof of Ownership
- Approved Plans
- Copy of Contract/Scope of Work
- Address 911
- Health Dept. Permit or Confirmation of Public Utilities (water/sewage)
- Certificate of Insurance OR Owners Affidavit
- Lien Agent Report (over \$30,000)

Permit Application Fees (office use only)

Building: Heated \$ _____ (total sq. ft. _____ X 0.25) • Unheated \$ _____ (total sq. ft. _____ X 0.15)

Building (carports, signs, barns, etc.): _____

Total: \$ _____ Cash/Check #: _____ Paid By: _____ Date: _____ Received By: _____