

New Construction Checklist

- Approved Plans
- Contract/Scope of Work
- Address E911 Application
 - (252) 358-7809
 - 115 Justice Drive, Suite 3
 - Winton, NC 27986
- Confirmation of Land Owner – if homeowner & landowner are different, a notarized permission letter from the land owner **is required**
- Zoning Application/Permit
- Health Department Permit **OR** if Public Water/Waste-will need a confirmation letter from utility company
- Lien Agent Report - if over \$30,000
- Completed Building Application
- Certificate of Insurance **OR** Owner Exemption Affidavit

** This checklist is for the building portion of the project ONLY. All other trades must apply and obtain their own permits**