

Renovation & Repair Small Project Work Building Permit Application

Town of Boone Planning & Inspections Department

680 W. King Street, Suite C ♦ Boone, North Carolina 28607

Phone (828) 268-6960 ♦ Fax (828) 268-6961 ♦ Email: planning@townofboone.net ♦ www.townofboone.net



Pursuant to Town Code Section 155.03 a building permit application shall be considered abandoned and voided and the permit fee will not be refunded if either (A) 180 days has passed since the date the applicant was notified that the permit was ready for pickup and the permit has not been picked up or (B) 180 days has passed since the permit application was submitted and the applicant has not responded to the building inspector's requests for modifications or additional information so as to allow final processing and issuance of the permit. **Note: this form is not a building permit. No work may commence until the actual permit has been issued. Working without permits may result in additional fees being assessed.**

This application is for a project that involves only one trade (building, electrical, gas, mechanical, plumbing) for changes to existing systems where the project cost is less than \$30,000.00.

A. Required to be Submitted at Time of Application (check all that apply)

Failure to provide the info required on this application may delay the review and subsequent issuance of the requested permit.

- Digital copies of all paper submittal documents (may be emailed to planning@townofboone.net)
- 3 copies of plans (maximum size 30" x 42") and 3 Copies of Appendix B for Multi-Family, Mixed-Use, Commercial
- Verification that the applicant has submitted a Water and Sewer System Development Fee Application (for Town water and sewer) or written approval from the Appalachian District Health Department (for well and/or septic).
- All applicable Contractor, Exempt Contractor, or Self-Contractor Regulation Sheets.
- Property Owner Authorization. If you are not the property owner, you will need to provide documentation of property owner authorization to apply for this permit. You can have the property owner sign this application ([Section L](#)) or the property owner can provide a written and signed authorization that clearly states they are authorizing the applicant to submit this application.
- Permit Fee (See Planning & Inspections Fee Schedule) **Note: The requested permit includes one inspection therefore an additional \$55.00 inspection fee will be charged for each inspection after the first.**

Each application is allowed two (2) reviews. The 1st review of the submitted information and a 2nd review if revisions or supplemental information is required based upon the 1st review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application. These fees shall be paid at the time of resubmittal.

B. Property Information (Project Location)

Street Address: _____

Watauga County Parcel Identification Number: _____

C. Property Owner Information

Name: _____

Complete Mailing Address (Street, City, Zip): _____

Phone Number: _____

Email Address: _____

D. Applicant Information

Name: _____

Company: _____

Complete Mailing Address (Street, City, Zip): _____

Phone Number: _____

Email Address: _____

Preferred Method of Contact for Written/Response Documents (select one): Mail or Email

E. Detailed Description of Project

F. Project Cost

Project Cost: \$ _____

G. Electrical Information (if applicable)

- New Electrical Service _____ amps
- Electrical Service Change From _____ amps to _____ amps
- Other electrical work (as described in [Section E](#))

H. Plumbing Information (if applicable)

- New Water Heater _____ Gallons
- Water Heater Change Current Gallons _____ Proposed Gallons _____
- Other plumbing work (as described in [Section E](#))

I. HVAC Information (if applicable) *A site plan showing the location of outdoor equipment is needed.*

- New HVAC _____ Ton/BTU _____
- HVAC Change _____ Ton/BTU to _____ Ton/BTU
- Other HVAC work (as described in Section E)
- Current Type of System Boiler Heat Pump Furnace Other: _____
- Proposed Type of System Boiler Heat Pump Furnace Other: _____
- Current Fuel Type LP Gas Natural Gas Electric Other: _____
- Proposed Fuel Type LP Gas Natural Gas Electric Other: _____

J. Gas Information (if applicable)

- LP Gas Natural Gas Is this a gas conversion? Yes or No *Carbon monoxide detectors are required for fuel operated appliances.*
- List all vented appliances to be connected: _____
- List all unvented appliances to be connected: _____

K. Contractor Information

List all contractor types needed under this permit. All listed contractors must complete a Contractor Regulation Form.

- General Contractor Electrical Contractor Plumbing Contractor HVAC Contractor
- Gas Contractor Refrigeration Contractor Exempt General Contractor-project value < \$30,000.00
- *If you wish to act as an owner (self) contractor, you must complete an Owner Exemption Affidavit. You must own and occupy the property as your primary residence and/or business with no intention to rent, lease, sell, or gift the property within 12 months of completion of work.*
- Owner (self) Contractor*

L. Applicant Signature and Property Owner Authorization

I hereby certify that I am authorized to submit this application; that all information is correct & complete; and all work will comply with the State Building Code & all other applicable State and local laws, ordinances, & regulations. I will ensure that the Planning and Inspections Department is notified of any changes in the approved plans and specifications for the project permitted herein.

Applicant (Print)	Applicant (Signature)	Date
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Property Owner (Print)	Property Owner (Signature)	Date
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Official Use Only

Permit Name: _____				
Permit Number: _____				
Date:	Fee:	Receipt Number:	Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check Number: _____	Paid By: