

# At-Risk Special Footing/Foundation/Slab 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](mailto:planning@townofboone.net) ♦ [www.townofboone.net](http://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. Additionally, this application is for the installation of footings, foundations and/or slabs only. If issued, this permit only authorizes such work without guarantee that the full permit will be issued.**

## 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.**

- 3 copies of plans (maximum size 30" x 42") and 3 copies of Appendix B for Multi-Family, Mixed-Use, Commercial
- All applicable Contractor, Exempt Contractor, or Self-Contractor Regulation Sheets.
- Lien Agent. NC law requires appointment of a lien agent. Lien Agent appointments are not required for improvements under \$30,000 or to the owner's existing residence, or for public building projects. Visit [www.liensnc.com](http://www.liensnc.com) for more information.
- 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 may have the property owner sign this application ([Section H](#)) 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: An additional \$50.00 inspection fee will be charged for each inspection conducted under this permit.

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, State, Zip): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## D. Applicant Information

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Complete Mailing Address (Street, City, State, Zip): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

## E. Project Cost

Project Cost: \$ \_\_\_\_\_

## F. Detailed Description of Project

## G. 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

*\*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\*

## H. 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**

\_\_\_\_\_  
**Property Owner (Print)**

\_\_\_\_\_  
**Property Owner (Signature)**

\_\_\_\_\_  
**Date**

### Official Use Only

Permit Name:

Permit Number:

Date:

Fee:

Receipt Number:

Method of Payment:

Cash

Check

Number: \_\_\_\_\_

Paid By:

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