



The Town of
Caswell Beach
North Carolina

HOMEOWNER-OCCUPANT AFFIDAVIT

THIS FORM MAY ONLY BE USED BY THE OWNER OF A SINGLE-FAMILY RESIDENCE RESIDING IN THE RESIDENCE.

NOTICE: This form must be completed, signed and returned before a building permit will be issued. All information requested on this form is mandatory.

Building Permit#: _____

Address: _____

Subdivision: _____ Lot _____ Bldg./Ste: _____

This is to certify that I am responsible for the:

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Low Voltage |
| <input type="checkbox"/> Building | <input type="checkbox"/> Other _____ |

I certify that I have and will comply with all codes and ordinances adopted by the Town that pertain to the construction of this structure. I further agree to indemnify the Town and its operator from any liability for damages and loss of property if the work performed by me has not been installed in accordance with these codes and ordinances.

Homeowner-occupant (print name) _____

Sign/ Date: _____

Telephone: _____

To: All NC Building Code Enforcement Jurisdictions

The North Carolina Licensing Board for General Contractors is currently implementing procedures to comply with recently enacted changes to NC General Statute 87-14. Effective June 27, 2011, property owners claiming exemption to the general contractor licensing requirement when applying for a building permit are required, before being entitled to the permit, to execute a verified affidavit attesting:

- A. That the person is the owner of the property on which the building is being constructed or in the case of a firm or corporation, is legally authorized to act on behalf of the firm or corporation.
- B. That the person will personally superintend and manage all aspects of the construction of the building and that the duty will not be delegated to any other person not duly licensed.
- C. That the person will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes.

The statute further requires that a copy of the affidavit be transmitted to the North Carolina Licensing Board for General Contractors for the purpose of verifying that the applicant was validly entitled to claim the exemption. If during the permitting process any irregularities are detected that calls in to question whether a permit applicant is fully complying with all applicable laws, the person issuing the permit should make note of the circumstances when forwarding information to the Board and provide a copy of the building permit application, including contact information for any subcontractors listed. Please be aware the new requirements are not intended to delay the issuance of the building permit. When the person applying for the building permit reasonably satisfies the permitting authority that the applicable laws are being complied with, and executes all required documents, the building permit should be issued without delay. Upon review of the documents, should any irregularities be detected that require further action, the Board's staff will contact the code enforcement authority.

Whenever possible, the most practical method of submitting affidavits to the Board is to scan the documents and transmit them as PDF email attachments to the appropriate Field Investigator serving the various code enforcement jurisdictions throughout the state. Specific email addresses have been set up for this purpose. Alternatively, the documents may be faxed or sent via US Mail. Attached to this email are pages with the assigned territories, email addresses for affidavit transmittal, fax numbers and contact information for the Board's field staff. Please contact the staff member serving your area with any questions you may have. Also attached to this email is a model affidavit developed by the NC Home Builders Association in conjunction with the UNC School of Government. You may use this model affidavit or develop your own, as long as all the required information is provided. Additional information is available on the UNC School of Government website using the following link: <http://www.sog.unc.edu/node/767>.

Thank you for your assistance in this matter. The Board sincerely appreciates your cooperation in implementing these new requirements.