



# CITY OF KINSTON

Inspections and Code Enforcement Division  
Post Office Box 339 / 205 East King Street  
Kinston, North Carolina 28502  
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## OFFICE USE ONLY

APP No: \_\_\_\_\_

P.D. \_\_\_\_\_

PT: \_\_\_\_\_

### Office Use:

PIN \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_

## BUILDING PERMIT APPLICATION

Applicant or Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Type: (check one)

New \_\_\_ Addition \_\_\_ Renovation \_\_\_ Garage \_\_\_ Storage \_\_\_ Other \_\_\_

Proposed Use: (check one)

Single Family \_\_\_ Duplex \_\_\_ Townhouse \_\_\_ Condominium \_\_\_

Business \_\_\_ Commercial \_\_\_ Industrial \_\_\_ Other \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Owner Phone#: \_\_\_\_\_

Owner's Present Address: \_\_\_\_\_

General Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Describe proposed work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Continued.....*

**PROJECT VALUATION:** \$ \_\_\_\_\_

(Total cost of project, including materials, labor, site preparation. foundation, signs, and all service systems, including but not limited to: electrical, plumbing, gas, mechanical and fire protection systems. If project appears to be underestimated, the permit may be denied.)

**PERMIT FEES:** (Please check all applicable):

**Commercial Plan Review Fee:**

\_\_\_\_\_ \$200 Full Plans; \_\_\_\_\_ \$100 Interior Renovations \_\_\_\_\_ \$100 Parking Lot

**New Construction Residential:**

Total Square Feet \_\_\_\_\_ x .15 per sq ft = \$ \_\_\_\_\_ plus \$100 = \$ \_\_\_\_\_

**New Construction Commercial:**

Total Square Feet \_\_\_\_\_ x .25 per sq ft = \$ \_\_\_\_\_ plus \$200 = \$ \_\_\_\_\_

**Renovations and all other :** (Minimum Fee = \$50 Residential \$100 Commercial)

\_\_\_\_\_ Minimum Fee \$ \_\_\_\_\_ + Valuation \_\_\_\_\_ x .0025 = \$ \_\_\_\_\_

\_\_\_\_\_ Home Owner Recovery Fee (Residential Building Permits issued to Licensed General Contractors for new homes or renovations will be charged an additional \$10.00 (G.S. 87-15.6b.)

**TOTAL \$** \_\_\_\_\_

(Effective April 1, 2013 North Carolina law requires appointment of lien agent. Contractors and subcontractors then give notice they are working on the project). Appointments are not required for:  
(1) Improvements under \$30,000 or  
(2) to the owner's existing residence, or  
(3) for public building projects.  
For more information: [www.lienncc.com](http://www.lienncc.com)

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I hereby certify that all information on this application is true and correct and that all work will comply with North Carolina State Building Codes 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 herein. Substantial departure from the approved plans and specifications without prior approval may result in the revocation of permit or approval. If requested, I agree to provide the City of Kinston Inspection Department "As Built" plans as a condition of occupancy if actual construction differs from the original approved plan.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_