

# Demolition/Moving 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.**

## 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.**

- 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 I](#)) 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)

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 (Existing 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. Construction Information**

Note: When demolishing a building, you must notify all necessary agencies and the utility companies. Any surface holes or irregularities, well, septic tanks, basements, cellars etc. shall be filled with material as approved by the Town of Boone Planning and Inspections Department and shall be graded in such a manner that will provide effective surface drainage and erosion control. All debris and accumulation of material resulting from demolition of any structure shall be removed from the premises. A separate building permit will be required for any building set at a new location in town.

**Moving Location (Address):** \_\_\_\_\_  Not Applicable

**Demolition Type:**  Complete Building Demo  Partial Building Demo  Interior Demo

**Land Disturbance:**  Yes or  No

If yes, amount of land disturbed: \_\_\_\_\_  square feet or  acres

Note: An erosion control plan is required for any land disturbing activities. Commercial demolitions which exceed 2,500 square feet of land disturbance and single-family & two-family demolitions which exceed 1/2 acre of land disturbance require engineered erosion control plans.

**H. Contractor Information**

List all contractor types needed under this permit. All listed contractors must complete a Contractor Regulation Form. Projects over \$30,000.00 require proof of Workers Compensation or proof that Workers Compensation is not required.

- General Contractor       Electrical Contractor       Plumbing Contractor       HVAC Contractor
- Gas Contractor       Fire Alarm Contractor       Fire Sprinkler Contractor       Refrigeration Contractor
- Exempt General Contractor (project value < \$30,000.00)       Owner (self) 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.

**I. Applicant Signature and Property Owner Authorization**

I hereby certify that I am authorized to submit this application; that all information is correct and complete; and all work will comply with the State Building Code and all other applicable State and local laws, ordinances, and 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.

_____ <b>Applicant (Print)</b>	_____ <b>Applicant (Signature)</b>	_____ <b>Date</b>
_____ <b>Property Owner (Print)</b>	_____ <b>Property Owner (Signature)</b>	_____ <b>Date</b>

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:

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