



TOWN OF BRIDGETON

Commercial Building Permit Application

Office Use Only: Assigned Permit Number _____ - _____

Project Address: _____ Lot Number: _____

Please note: The Site Address must be visible from the street.

Contractor or Owner: _____

Contractor License Number: _____ Project Contact: _____

Phone Number: _____ Email: _____

Type of Work:

____ New Construction ____ Addition ____ Renovation Other: _____

Square foot of work area: _____ Construction Cost: _____

Flood Zone: _____ Panel Number: _____

For assistance with obtaining your zone and panel number panel number visit: <https://fris.nc.gov>

Description of work: _____

APPLICANT CERTIFICATION:

ALL fields must be completed, or the application will not be accepted.

I certify all information on this application is correct, and all work complies with applicable state codes, laws, and local ordinances.

Departure from the approved plans and specification without prior approval may result in revocation of permit.

Applicant Signature: _____ Date: _____

Applicant Name: _____

Please note: If this is an exterior alteration in the Historic District a Certificate of Appropriateness (COA) is required to be submitted with this application.

For all applications with construction cost over \$30,000.00, visit: <https://www.liensnc.com> to file and appointment and submit the QR code page provided from the website along with this application.

202 North B Street - Bridgeton, NC 28519

Phone: 252 637-3697

Email: planningandzoning@townofbridgeton.org

**Inspections must be scheduled a minimum of 24 hours in advance.
Call 252 637-3697 for scheduling**

The following items are required to be submitted along with this application; a permit will not be issued until all the required information below has been received:

1. A copy of the Plans.
2. Drawing or Printed Diagram of Plot Plan/Survey.
3. Driveway Permit if connection to the street or sewer tap is required.
4. Contact 811 if Driveway or sewer tap.
5. Lien agent information (if applicable).

Inspections listed below are required and must be completed to obtain a certificate of occupancy/compliance:

1. Footing inspection – To be made after all trenches are excavated, grade stakes, anchor, reinforcing steel, and supports are in place and tied appropriately.
2. Electrical/Mechanical/Plumbing in slab inspection prior to covering with fill material with air/water test on mechanical and plumbing lines.
3. Slab inspection-After all forms are in place, reinforcing steel with supports, vapor barrier when required, and before any concrete is placed.
4. Floor system inspection – To be checked when foundation and piers are complete with floor system in place, without floor sheathing installed.
5. Sheathing Inspection – Exterior structural wall sheathing required prior to being covered with house wrap.
6. Rough-In Inspection:
 - a. Building framing which includes chimneys and vents, wall openings, flashing, fire stopping.
 - b. Electrical Systems.
 - c. Plumbing systems with test on all systems.
 - d. Mechanical systems including heating & air conditioning units.
 - e. Gas piping systems with test on all systems.
7. Wall insulation inspections before being covered up.
8. Water and sewer lines must be installed and inspected prior to conditional power being released.
9. Conditional power will be released by the inspections department to check equipment.
10. Final Inspection to include all the following before a certificate of occupancy/compliance will be issued:
 - a. A final plot plan must be submitted by a registered surveyor.
 - b. Electrical system to be complete, including load management where applicable.
 - c. Plumbing system complete.
 - d. Mechanical system complete. Duct leakage test documents.
 - e. Installation of all decks, porches, hand, and guard rails must be completed.
 - f. Street address number are required to be posted on the exterior of the home.
 - g. Grade under house to be level and grade on exterior perimeter to the in code compliance.
 - h. Blower door test or performance documentation.
11. A Certificate of Occupancy/Compliance will be issued once all final inspections are completed.