



NON LICENSED NC GENERAL CONTRACTOR

Cabarrus County Construction Standards
65 Church Street S, Concord, NC 28025
704.920.2128 704.920-2144 (fax)

As the HOMEOWNER or PROPERTY OWNER, I give permission to the **unlicensed** person, firm or corporation proposing to do work at the project address listed below. I understand that the person, firm or corporation proposing to perform work on my home or property is **NOT licensed** by the **NC Licensing Board for General Contractors**, and the total cost I will pay for the work must be less than **\$30,000.00**.

Project Address
Scope of work

ESTIMATED COST

BUILDING	
ELECTRIC	
MECHANICAL	
PLUMBING	
TOTAL COST	\$

The Cabarrus County Construction Standards Code Enforcement Office is requiring a contract validation with each application. I understand that I must provide the information requested to avoid revocation of the permits. By signing the application, I am agreeing to comply with the State Building Code and all other applicable State and local laws, ordinances, and regulations. **Per § 87-14. Regulations as to issue of building permits**

We require a copy of the signed CONTRACT for this project with the itemized costs for all trades. Please provide the signed contract when submitting the application for permits.

*I acknowledge that I have received and read the "Building, Remodeling, Improving Your Home" guidelines as provided by North Carolina Licensing Board of General Contractors. Additional copies can be obtained from the office of Cabarrus County Construction Standards by calling (704) 920-2128 or emailing CitizenAccess@CabarrusCounty.us.

* 5 pages included in this documentation

Unlicensed Person, Firm or Corporation Information	
Name	
Address	
Phone Number	
Email	
Signature of Unlicensed General Contractor	Date

Homeowner or Property Owner Information	
Name	
Address	
Phone Number	
Signature of Homeowner	Date

*MUST BE SIGNED BY BOTH PARTIES AND NOTARIZED

Sworn/affirmed and subscribed before me the _____ day of _____, 20_____.

Signature of Notary: _____

My commission expires: _____

Building, Remodeling, Improving Your Home

These important tips can protect you from substantial financial loss and emotional stress.

1. **Plan your project** Plan out in detail what you want done and who you will need to complete it. No two projects are the same, and some may require a specially licensed contractor. Contact your local permitting office to see if permits are required to assure code compliance.
2. **Get several estimates** When comparing estimates from different contractors, don't just compare the bottom-line cost. Look at the cost, quantity and quality of materials in each estimate. Be sure the estimate includes the total price, the materials to be used, a time table for payments and the expected time line for completion of the work.
3. **Verify the contractor's license** In the State of North Carolina, a general contractor must be licensed if the contract is valued at \$30,000 or higher. Get proof that the contractor you may be working with is licensed by searching here <https://nclbgc.org/license-search/>.
4. **Check at least 3 references** Ask your contractor for written references. Contact each reference and ask if they were satisfied with the contractor's work and if the contractor kept to the schedule and contract terms.
5. **Require a written contract** The contract should be a detailed description of the work to be done, the material to be used and the equipment to be installed. Be sure there is a schedule of payments and a time line for when the work will be completed. Be sure you understand the contract before you sign it. Any changes that occur should be noted in writing.
6. **Don't make a large down payment** The down payment you pay in order for work to begin should be minimal. Beware of contractors asking for a large down payment so that they can purchase the materials to begin your project.
7. **Make payments as work is completed** Set up a payment schedule that follows the work as it is being completed. Never pay for something that has not been completed. Do not pay for anything in cash.
8. **Monitor the job in progress** Check in regularly on the progress of the work. Permits should be displayed by the contractor while the work is being done.
9. **Don't make the final payment until the job is complete** Before making the final payment make sure that you are satisfied with the completed work. Verify that all liens have been released.

10. **Keep all paperwork related to the job** Be sure to keep a record of all documents that pertain to your project. This includes the contract, any written changes, all bills and invoices, receipts of payments and all correspondence with your contractor. You should also include photos of the job in progress.

Remodeling and Home Improvement Contracts

Your contract should contain:

1. **Contractor's complete information**
Include the company name, address, phone number and the full name and license number of the builder / contractor and the salesperson.
2. **Detailed description of the work to be done**
Include specifics on materials such as color, quantity, size, model number, brand name, product and cost.
3. **Total contract price**
This is the exact dollar amount the contractor will be owed at the completion of all work listed in the contract. If the contract is valued at \$30,000 or higher, the contractor **must be licensed** by the North Carolina Licensing Board for General Contractors. **(GS 87-1)**
4. **Payment schedule that parallels the amount of work completed**
This schedule includes a "retention" (a percentage of each payment towards the total job which you retain until the entire job is completed.) Be sure to include all payments made to subcontractors and suppliers as well.
5. **Work start and completion dates**
Allow for any reasonable delays. This should also include a clause that allows for you to withhold payment if work slows down for no apparent reason.
6. **Statement of permit responsibility**
Clearly indicate that all required building permits and variances required by your city, state and county will be obtained by the contractor before any work begins.
7. **Guarantee of liability coverage**
Obtain proof that the contractor carries liability insurance and has Worker's Compensation coverage to protect you in case of accidents on the job.

8. **Statement of warranty on the work**

The contract should indicate that the labor and materials are guaranteed and for an amount of time. Include the names and addresses of the parties honoring the warranties.

9. **Statement of details**

This should include what cleanup and removal of debris and materials will be done by the contractor and when. It should also provide instructions regarding pets, children or areas where materials may not be stored.

10. **Right to cancel clause**

Detail the time frame in which you may cancel after the contract has been signed along with any penalties that you may incur when canceling after work has begun.

Frequently Asked Questions

Does my contractor need a license?

Answer: In the State of North Carolina, a general contractor must be licensed if the contract is valued at \$30,000 or higher. Get proof that the contractor you may be working with is licensed by searching here <https://nclbgc.org/license-search/>. (GS 87-1)

Can I file a complaint against an unlicensed contractor?

Answer: Yes, pursuant to NC General Statutes 87-13 & 87-14 complaints can be filed and investigated by the Board for a project that is \$30,000 or more and involves an unlicensed contractor. If evidence to support an allegation of unlicensed general contracting is discovered during an investigation the Board may seek injunctive action in the Superior Court.

How do I file a complaint?

Answer: <https://nclbgc.org/complaints/>

Waties Greene, (910) 653-5356 Central NC Contact (Cabarrus)

What do I do if I have suffered a loss at the hands of a dishonest contractor?

Homeowner Recovery Information <https://nclbgc.org/homeowners-recovery-fund/>

Important Notice to Employers

Employers' Requirement to Carry Workers' Compensation Insurance

The North Carolina Workers' Compensation Act requires that all businesses that employ three or more employees, including those operating as corporations, sole proprietorships, limited liability companies and partnerships, obtain workers' compensation insurance or qualify as self-insured employers for purposes of paying workers' compensation benefits to their employees. Exceptions to this requirement include (a) employees of certain railroads; (b) casual employees, i.e., persons whose employment is both casual and not in the course of the trade, business, profession or occupation of the employer; (c) domestic servants directly employed by the household; (d) farm laborers when fewer than 10 full-time, non-seasonal farm laborers are regularly employed by the same employer; (e) federal government employees in North Carolina; and (f) "sellers of agricultural products for the producers thereof on commission or for other compensation, paid by the producers, provided the product is prepared for sale by the producer."

Businesses in which one or more employees are employed in activities which involve the use or presence of radiation are required to have workers' compensation coverage.

Individuals who are sole proprietors, members of LLCs, and partners are not automatically counted as employees. Corporate officers may elect to be excluded from coverage but are still counted in determining whether a business has three or more employees. Executive officers, directors, or committee members of a non-profit corporation are also not automatically counted as employees so long as they meet certain requirements under the North Carolina General Statutes.

An employer is not relieved of its liability under the Act by calling its employees "independent contractors." Even if the employer refers to its workers as independent contractors and issues a Form 1099 for tax purposes, the Industrial Commission may still find that the workers were in fact employees based upon its analysis of several factors, including but not limited to the degree of control exercised by the employer over the details of the work.

If you subcontract work to a subcontractor who does not have workers' compensation insurance, you may be liable for the work-related injuries of the subcontractor's employees, regardless of the number of employees you or the subcontractor employs. For information on workers' compensation requirements in the trucking industry, please click [here](#).

If You Fail to Carry Workers' Compensation Insurance, You May:

- 1) Face stiff financial penalties;
- 2) Be charged with a misdemeanor;
- 3) Be charged with a felony; and
- 4) Be imprisoned.

Contact Your Lawyer or Insurance Agent If You Are Unsure of Your Responsibilities as an Employer