

RESIDENTIAL HOME PACKET

THINGS TO KNOW:

If you know there will be a well and septic or one or the other, you must contact **Cabarrus Health Alliance** before you submit anything. They can be reached at (704) 920-1207.

The documents marked in **YELLOW** along with the **PLANS**, in PDF format, must be completed before submitting. They are required to complete the submission and will slow the review process down if they are omitted.

Packet includes:

- 1) HOW TO SUBMIT FOR PLAN REVIEW INSTRUCTIONS
- 2) **BUILDING PERMIT APPLICATION- 3** PAGES
- 3) **LIEN AGENT** www.liensnc.com
- 4) **SAMPLE PLOT PLAN/ZONING** – This is required along with the zoning application. If you need a copy of the zoning application, please email or call with the address and we can check it and send the needed forms.

ADDITIONAL DOCUMENTS YOU MAY OR MAY NOT NEED DURING THE BUILDING PROCESS.

- 5) FEE ESTIMATOR – <https://permitfeeestimator.cabarruscounty.us/>
- 6) RESIDENTIAL TEMPORARY POWER AGREEMENT FOR RESIDENTIAL TEMP POWER- Must be filled out and signed by the General Contractor and licensed electrician. If Temp Power is requested at time of original permitting of home, the fee is \$61.71, but **MUST** be requested on application.
- 7) OWNER EXEMPTION AFFIDAVIT-This is require if the HOMEOWNER is acting as the General Contractor and will build and oversee the entire project. Homeowner can build the entire home or hire licensed trades.
- 8) DESIGN PROFESSIONAL INSPECTION FORM- This form is used when an inspection was completed by a NC licensed Architect or Engineer. It must be completed, signed and sealed. An inspector will still need to be scheduled for the same inspection the form covers.
- 9) CONTRACTOR/SUBCONTRACTOR CHANGE FORM- This form is used for changing a contractor once the permits are issued and you need to make a change. The form **MUST** be filled out and signed by the **NEW** contractor and the building permit **APPLICANT**. One form is required for each permit contractor change and a fee of \$65.72 is charged per form.

Phone Numbers:

Zoning Jurisdictions ~ ~ ***City of Concord** (704) 920-5152, ***Kannapolis** (704) 920-4350
***Cabarrus County** (704) 920-2147, ***Harrisburg** (704) 455-5614, ***Midland** (704)888-2232 EXT. 17,
***Mt. Pleasant** (704) 436-9803, ***Locust** (704) 888-5260

Cabarrus County Construction Standards (704) 920-2128

Cabarrus Health Alliance (704) 920-2107

WSACC (Water and Sewer Authority of Cabarrus County) (704) 786-1783

Construction Standards Office Email: Construction2222@CabarrusCounty.US

When it is time for inspections, please make sure you have an account that is LINKED by us to the online portal. The last page is an Accela form that must be filled out and signed/notarized, by the LICENSED contractor for the company and listed on the state website and emailed back using the office email to have access to the online portal. If you need assistance, please call, or email our office.

HOW TO SUBMIT FOR PLAN REVIEW

- Log in to citizenaccess.cabarruscounty.us *If you do not have an account, you will need to create one*
- Once logged in, you will see “Hello, your name”.
- Click **Planning\Plan Review**
- Click **Start Plan Review Process**
- **General Disclaimer** Check the box next to where it says “I have read and accepted the terms”. Click **Continue Application**.
- **Enter Work Location** In the **From** box type the street numbers, skip the **To** box, in **Street Number** box type only the first 3 letters of the street name. Do not add SW, NW, S, E, etc. or St, Drive, Blvd, etc.
**For Example: 65 Church St. will be entered as 65 CHU
If the street name is a Highway, please use NC HWY 49, US HWY 601 or NC HWY 73. If the street name is a Letter (B Street) or number (13th St), you will need to try putting just the letter or number in the street box. These are the most difficult to get to pull up. Please call our office, (704) 920-2128, if you have any trouble so we can help.
- Then click **Search**
- Click **Select** on the correct address.
- Options will come up underneath for: Cabarrus, Plans Review, Residential Trade Commercial Trade, Board Items/Plats, Other
- Select **Plans Review** and check the box next to **Plan Review – Building**. *If you are uploading Site plans select Plan Review – Site **Building Reviews and Site Reviews must be submitted separately. Click **Continue Application**
- Next screen is information on address you selected, click **Continue Application**
- **Contact** add to both “Contact List” and “Additional Contact”. **Applicant** Select from Account or Add New. **Additional Contacts** Select from Account or Add New. From the drop down, select as Additional Contact. Whoever is listed on the contacts page will be able to add documents, view the plan review status, pay fees, answer issues from reviewers, print approved plans, etc. Click **Continue Application**

STEP 3: Project information

Project Type

- **Occupancy** Rule of thumb: If you can not occupy what you are submitting, select “NA”.
- **Review Type** Choose what type of review that is being submitted. If this is for Fire Sprinklers, please choose Fire Equipment and NOT Commercial New or Upfit.
- **Multi-Family** Select NO unless this review is for a triplex or larger.
- **Total Sq Ft** On brand NEW builds, commercial or residence, list heated and unheated square footage. On an upfit, addition, renovation, etc. list ONLY the square footage of that area.
- Read and answer the question.
- **Project Cost Estimate** Include total cost of the project including all trades, materials, etc.

Detail Information

- **Application Name** should be a name that distinguishes the project from other projects.
- **General Description**

- **Detailed Description** Examples: New Residence-Lot #, 2,500 sq ft Commercial Upfit-list scope of work, etc.
- **Continue Application**

STEP 4: Documents> Plans and Documents

Plan Room Acknowledgement Read and check box **Continue Application**

STEP 5: Review

- Next screen is to check anything that has been chosen or filled in so far. Click **Continue Application**
- **Plan Review – Building**
- **Your Record Number is PRB20**.***. Please note this number because you will need this number to check the status of your application or to schedule/check results of the review.
- **Upload Plans and Documents** You will need the plans in a PDF form, completed application for building and trade permits, lien (for projects \$30,000.00 or more, and zoning when applicable. If you need any of these documents, please email www.citizenaccess@cabarruscounty.us and we will provide any document needed.
- **Continue Application**

Digital Pan Room

STEP 1: Information

- **General** **Review Plan Cycle #1** add brief description and click **Continue**

STEP 2: Add and Process Files Note: Please do not combine plans and documents of various types into a single PDF document.

- Add ALL documents for the plan review in this box. Make sure your documents are in the upright position, reading left to right.
- Select the correct label for the document type. Add a brief description if you wish.
- When finished uploading, click **Upload and Validate** This step is for checking corrupt or locked file Sand making sure they are PDF.
- **Files** Your uploads will show in this section as **Validated** if they are good files. Once they are all validated, click **Process Files**. A box will pop up on the screen letting you know the files are being processed. This can take a few minutes. Once the files re processed, click **Continue**.

STEP 3: Sheet Versioning

- Please make sure your plans are in the upright position and each page is labeled different.

STEP 4: Review

- This is the point where you make needed changes, upload remaining documents, and make sure everything is ready to submit. Once you click **Finish**, your review cycle will begin, and additional documents **cannot** be uploaded until after the review cycle has been **completed**.
- **Finish**

SUCCESS! You are now Finished!

****Once you have submitted your plans, it may take a 1-2 weeks for Residential reviews and 3-5 weeks for Commercial reviews. You can check the status of them anytime by logging in to your account on Citizen Access and looking at the PRB ****

Cabarrus County Construction Standards Codes Enforcement Building and Trade Permit Application for Single Family Home

I hereby certify that all information in this application is correct, and all work will comply with the State Building Code and all other applicable State and local laws, ordinances, and regulations. The Cabarrus County Construction Standards Code Enforcement office must be notified of any changes to approved plans and specifications for the project permitted herein. The Cabarrus County Construction Standards Code Enforcement Office may request contract validation at any time. I understand that I must provide the information and/or documents requested to avoid revocation of the permits. By signing the application, I am agreeing to comply. Per § 87-14. Regulations as to issue of building permits.

- SINGLE FAMILY REPEAT *Must provide previously approved Plan Review number (2020 and newer)* _____
- SINGLE FAMILY CUSTOM SINGLE FAMILY DUPLEX SINGLE FAMILY MODULAR
- SINGLE FAMILY TOWNHOME

The applicant is the person responsible for the work being complete, all inspections, and building permit will be put in applicant's name.

APPLICANT (PRINT CLEARLY): _____

- Applicant is Homeowner Forms: Owner Affidavit owner MUST live in the home after work is complete
Lien (www.liensnc.com) required for projects \$30,000 or more
- NC GC License. # _____ Form: Lien (www.liensnc.com) required for projects \$30,000 or more

EMAIL: _____ CELL #: _____

PROJECT ADDRESS: _____ UNIT/SUITE/BLDG/LOT _____

BUILDING PERMIT

Signature of Building Applicant: _____

DETAILED SCOPE OF WORK: _____

JURISDICTION _____ BLDG ESTIMATED COST: \$ _____

TYPE OF HEAT: ELECTRIC GAS BOTH GAS AND ELECTRIC PREFAB FIREPLACE # of Fireplaces _____

SQUARE FT: HEATED _____ UNHEATED _____ TOTAL SQ FT: _____ ZONING #: _____

STORIES: _____ HABITABLE ROOMS: _____ BEDROOMS: _____ BATHROOMS: _____

This property on SEPTIC. SEPTIC NUMBER: _____ BASEMENT: FINISHED UNFINISHED

This property on CITY WATER CITY SEWER CITY WATER AND SEWER WATER COMPANY: _____

TOTAL ESTIMATED COST INCLUDING BUILDING AND TRADES: \$ _____

Our permits are blanketed, and each section of the application must be filled in to completely reflect the scope of work for the new single-family residence and include the licensed contractor's or a bonafide employee of the company's signature. All permits, excluding the Temporary Power permit, are included in the payment. Temporary power is available for an **additional fee** and is used to energize part of the panel.

ELECTRIC PERMIT

Signature of Electrical Applicant: _____

Applicant (PRINT CLEARLY): _____ Applicant is Homeowner

Email: _____ Cell #: _____ NC EL License # _____

DETAILED SCOPE OF WORK: _____

POWER COMPANY (required) _____ NEW SERVICE AMPERAGE _____

SAW POLE SERVICE (temporary to power tools for construction) This service is included on the electric permit.

TEMPORARY POWER (temporary to check equipment, acclimate floors or cabinets, etc.) Temporary power is available for an additional fee and is used to energize part of the panel. Additional permit and fee are required. *\$61.71 at time of permitting, \$131.69 after permits have been issued* - THIS IS NOT FOR SAW SERVICE OR PERMANENT POWER.

What will be powered? (REQUIRED) List unit or suite if applicable: _____

ELECTRIC ESTIMATED COST: \$ _____

MECHANICAL PERMIT

Signature of Mechanical Applicant: _____

Applicant (PRINT CLEARLY): _____ Applicant is Homeowner

Email: _____ Cell #: _____ NC HE License # _____

DETAILED SCOPE OF WORK: _____

GAS COMPANY (required) _____ TYPE OF HEAT: ELECTRIC GAS ELECTRIC AND GAS

NUMBER OF GAS CONNECTIONS: _____

NUMBER OF UNITS: _____ SPLIT UNIT(S) _____ PACKAGE UNIT(S) _____ GAS PAC UNIT(S) _____ MINI SPLIT(S)

MECHANICAL ESTIMATED COST: \$ _____

PLUMBING PERMIT

Signature of Plumbing Applicant: _____

Applicant (PRINT CLEARLY): _____ Applicant is Homeowner

Email: _____ Cell #: _____ NC PL License # _____

DETAILED SCOPE OF WORK: _____

This property on WELL CITY WATER CITY SEWER PRIVATE SEPTIC COMMUNITY SEPTIC COMM. WELL
 (CHECK ALL THAT APPLY) EXISTING TAPS ON PROPERTY *(Must provide proof to have WSACC fee waved-Contact utility company or zoning)*

WATER COMPANY (required) _____

NUMBER OF FIXTURES BEING INSTALLED

___ WATER CLOSET toilets	___ SINK (kitchen, mop, bar, etc.)	___ FLOOR DRAIN(S)
___ LAVATORY bath sinks	___ WASH. MACHINE	___ URNIAL(S)
___ TUB OR TUB/SHOWER	___ *WATER HEATER	___ FOUNTAIN(S)
___ SHOWER (only)	___ DISPOSAL	

*Water heater install or replacement for **gas** requires a mechanical permit with plumbing and an electric at no cost and **electric** requires a plumbing permit with an electric permit at no cost.

PLUMBING ESTIMATED COST: \$ _____

PLUMBING PERMIT FOR RESIDENTIAL FIRE SPRINKLERS

Signature of Plumbing Applicant: _____

Applicant (PRINT CLEARLY): _____

Email: _____ Cell #: _____ NC PL License # _____

FIRE SPRINKLER PLUMBING ESTIMATED COST: \$ _____

Instructions For Obtaining a Mechanic's Lien

www.liensnc.com



Step 1

Sign up to use the LiensNC system or login with your existing user credentials.

[LOGIN](#) | [SIGN UP](#)



Step 2

Select the Appointment of Lien Agent option.



Step 3

Choose a Lien Agent from the drop-down menu. (All provide the same service)



Step 4

Provide the contact information for the owner of the project property, including:

Name

Address

Email

Phone

Note: This should be the owner's contact information. (*NOT a contractor, agent, or authorized representative who may be completing the Appointment on the owner's behalf.*)



Step 5

Give details about the project property location, including:

Street Address

Other legal description (Such as PIN, Tax map/block/lot, etc.)

DEFINITION: Property (i.e. Real Property) refers to the real estate that is being improved. (This includes structures, lands, leaseholds, tenements, driveways, private roadways, accessory structures, pools, etc. and any furnished materials, such as trees and shrubbery.)



Step 6

If you had/have a contract with any design professionals prior to appointing the Lien Agent for this project, select 'Yes' and provide their contact information.

(Example: an architect that drew design plans) Otherwise, choose 'No' if this section does not apply to your project.

Step 7

Choose the property type of the project. (Either 1-2 Family Dwelling or Other)



Step 8

Provide the date on which the furnishings began or plan to begin. (If known)



Step 9 (for 1-2 family dwellings only)

Skip this step if the property type is Other.

If you are a Custom Home Contractor authorized to designate a Lien Agent on behalf of the owner under a written contract, answer Yes to this question and provide your contact information.



Step 10

List up to three recipients to receive email notifications whenever future project activity occurs. (i.e. Notice filing or comments added)



Step 11

Select the Continue button.

(Note: If any errors are encountered, they will display in red text and let you know how to resolve them.)



Step 12

It is very important that you carefully review the information you are about to submit before continuing, since this will be the LAST OPPORTUNITY TO EDIT project information.



Step 13

Choose whether you want to Pay Now or Pay Later.

Pay Now - will advance you to the checkout.

Pay Later - will place the filing in your Cart and will not be valid until you submit payment.



Step 14

Choose the payment method you will be using:

Credit Card, or

eCheck (i.e. checking account)



Step 15

Provide billing and payment information and submit payment for processing.

Provide the customer billing information. (Hint: Customer address must match what the bank/credit card company has on file)

Provide the payment information.

Select Continue.

Verify information is correct.

Select Submit to process payment. (Note: Do not refresh the page or use the back arrow. Refunds will not be given due to user error.)

Select the final Continue option to advance to the user History area of your account. (History is where all of your submitted filings will be listed.)



Step 16

On your History page, you should see a blue Entry Number for each of your submitted filings. (The most recent filing should be located on top.)

Select the printer icon located below the Entry Number. Once you advance to the project details, select the Print Appointment option located at the bottom of the page.

We suggest making three copies of the project details: one for the inspections office, one to post at the job site, and one for your records. (Note: This proof of Lien Agent is required to be continuously posted at the job site.)

Step 17

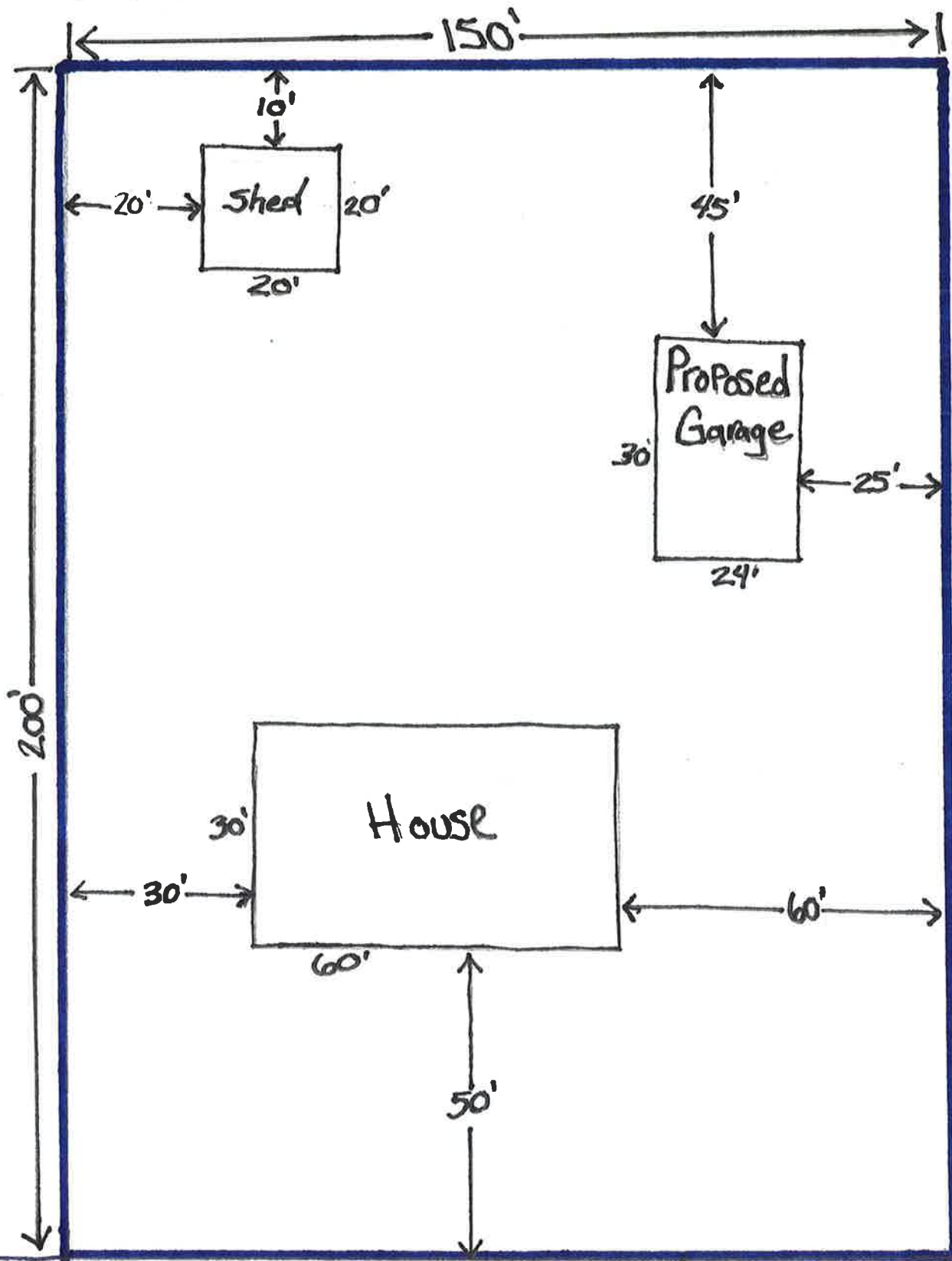
You will want to share the Appointment Entry Number with any potential lien claimants that become involved in the project. This gives them an opportunity to file a related Notice to Lien Agent filing. The QR code located on the project details printout is a convenient way for PLCs to file their Notice quickly.



Step 18

The LiensNC system will automatically send the Lien Agent and any notification subscribers an email to let them know the Appointment was successfully filed.

Plot Plan Example



Main Street

WSACC Capital

Recovery Fees

What are Capital Recovery Fees?

The Capital Recovery Fee (CRF) is a method to recover the capital costs of providing additional capacity for the transportation and treatment of wastewater. It is determined by an independent financial consultant based on the costs of providing this additional capacity on a per gallon per day basis.

Why charge a CRF?

The Water and Sewer Authority of Cabarrus County (WSACC) had identified more than \$133 million of needed capital expenditures for the next six years. The majority of the capital needs are associated with providing additional capacity within the system. The Board of Directors of WSACC are sensitive to the pressures being placed on the current rate payers to provide additional capacity for new and future customers. It is felt that this cost should be borne by the new and future customers creating the demand for additional capacity.

How is the CRF determined?

The CRF is calculated by taking the average flow from a building or facility (water meter size is generally used) times the average cost per gallon per day to provide the additional capacity. It is based on the simple premise that the more you use, the more additional capacity is required, and the more your fee will be.

How much is the CRF?

The current fee schedule based on water meter sizes is available on-line at www.wsacc.org or you may call the WSACC offices at (704) 786-1783 and request a copy be mailed or faxed to you.

Who has to pay the CRF?

The CRF is to be paid by anyone constructing a new, or expanding an existing, structure requiring the installation of a new water meter or increasing the size of a pre-existing water meter that will discharge wastewater into a public or private wastewater collection system. It does not apply to septic tank systems.

When is the CRF paid?

The CRF is paid at Cabarrus County Developmental Services Department when the building permit is obtained.

Do I still have to pay a tap or connection fee?

You are still responsible for paying the tap or connection fees to the city or town that provides water and sewer services to you. These fees cover the costs related to the collection systems of the city or town.

The CRF covers only the costs associated with the expansion of the transportation and treatment capacities provided by WSACC.

Does the CRF apply to water meters associated with fire protection or irrigation?

No. Meters dedicated to measuring fire protection and irrigation water flows are exempt from the CRF. The CRF applies only to wastewater flows that will discharge into a public or private wastewater collection system.

I am building an apartment complex or a series of duplexes, how are the CRF's determined?

The CRF is based on a per unit basis. Please refer to WSACC's current fee schedule.

What if I have additional questions?

Please visit our web site at www.wsacc.org or contact our Finance Director at (704) 786-1783.

3/4 or 5/8 inch water meter
for residential homes
\$2,040.00

Residential Temporary Power Agreement

** This is NOT saw service.*

I hereby certify that all information in this application is correct and all work will comply with the NC State Building Code and all other applicable State and Local laws, ordinances, and regulations. Cabarrus County Construction Standards will be notified of any changes in the approved permits for the project permitted herein.

As the Electrical/General Contractor of record, I understand it is my responsibility to inform the Owner and other persons working at this work location that the power source is active. It will be my responsibility to secure/lock the power source and the structure from any misuse of the temporary power.

Temporary power will be permitted for the duration of construction, remodeling, maintenance or repair. All requirements listed in NEC ARTICLE 590 shall apply during the time for which the temporary power permit is issued.

Additional requirements are listed below:

- 1- Meter or CT boxes must be made up and be complete with all required grounding systems and electrodes.
- 2- All main disconnects must be made up and complete on the line side.
- 3- Disconnect and panels must be secured by either lock, hasp, or the lockable structure.
- 4- All non-GFCI protected circuits need to be removed from the breakers unless approved by the code enforcement officer, example: HVAC equipment, well pump, or dryer receptacle for floor sanding.
- 5- HVAC energized equipment shall be complete including the required venting and notifying the HVAC contractor.

I understand that the structure shall not be occupied until all final inspections have been conducted and the Certificate of Occupancy issued. Failure to comply with the Temporary Power permit requirements will result in the revoking of all permits and the removal of all utilities from the structure.

Service Address: _____

Utility Company: _____ ELTP20 _____

GC/Company Name: _____ **Date:** _____

Signature: _____ License #: _____ BU #: _____

ELE/Company Name: _____ **Date:** _____

Signature: _____ License #: _____ EL #: _____

STATE OF NORTH CAROLINA

OWNER EXEMPTION AFFIDAVIT
PURSUANT TO G.S. 87-14 (a) (1)

COUNTY OF CABARRUS

Construction Standards Inspection Department

Parcel Identification Number and address where the building is to be constructed: PIN _____

Address _____

Type of construction: Residential Commercial Industrial Other

Intended use after completion (e.g. Personal residence): _____

Building permit number associated with this application: _____

I, _____ (_____) _____
(Print Full Name) (Phone Number)

hereby claim exemption from licensure under G.S. 87-1(b)(2) by **initialing** the relevant provision in paragraph 1 and **initialing** paragraphs 2-5 below attesting to the following:

- 1. _____ I certify I am the owner of the property set forth above on which a building is to be constructed or altered and for which application for a building permit is hereby made;
_____ I am legally authorized to act on behalf of the firm or corporation that is constructing or altering this building on the property owned by the firm or corporation as set forth above:

(Name of Firm or Corporation)

- 2. _____ I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1, Chapter 87 of the General Statutes of North Carolina.
- 3. _____ I will be on site regularly during construction and I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.
- 4. _____ I understand that by executing this licensing exemption AFFIDAVIT pursuant to G.S. 87-1(b)(2), I am required by law to occupy the building for which the licensing exemption is granted for twelve months after completion, during which time it may not be offered for rent, lease or sale.
- 5. _____ I understand a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification I am validly entitled to claim an exemption under G.S. 87-1(b)(2) for the building construction or alteration specified herein. I further understand if the North Carolina Licensing Board for General Contractors determines I am not entitled to claim this exemption the building permit issued for the construction or alteration specified herein shall be revoked pursuant to G.S 160D-1115.

(Signature of Affiant) (Date)

Sworn or affirmed and subscribed before me this the _____ day of _____, 20____

(Signature of Notary Public)

(Notary Stamp or Seal)

(Printed Name of Notary Public)

(NOTE: It is a class F felony to willfully commit perjury in any affidavit taken pursuant to NC G.S. 14-209)

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DESIGN PROFESSIONAL INSPECTION FORM

RECORD OF THE INSPECTION OF A COMPONENT OR ELEMENT BY A NC LICENSED ARCHITECT OR ENGINEER
CABARRUS COUNTY CONSTRUCTION STANDARDS

Project Information:

Residential Single-Family Project: Y N	Commercial Project: Y N
Code Enforcement Project No:	Permit No:
Project Name:	Owner:
Project Address:	Suite No:
Date Inspected:	Contractor Name:
Component Inspected:	

Responsible Licensed NC Architect or NC Engineer

Name:		
Firm Name:		
Phone Numbers:	Office:	Mobile:
Email Address:		
Mailing Address:		

APPLICABLE CODE:

2018 NCBC = 2018 NC Building Code; 2018 NCRC = 2018 NC Residential Code

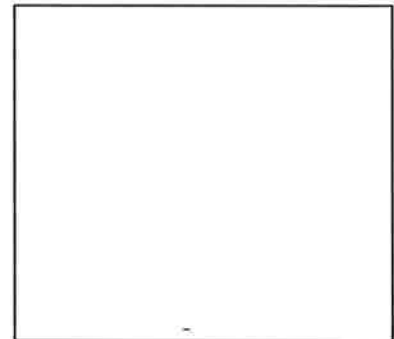
Describe Element/Component/Type of Inspection: *

*(subgrade form/letter may also be required)

Attestation/Signature:

By signing below, I certify that the component and/or element of the building as identified on this form has been inspected by me or someone under my direct supervision per G.S. 160D-11-6 and is in compliance with the Code or other proposal of the architect or engineer for the project. This inspection is in compliance with all of the requirements of the above referenced code. Attach any additional documents if needed.

Licensed Architect or Engineer



Inspection Department disclaimer:

Upon the receipt of a signed written document as required by G.S. 160D-11-6, Code Enforcement shall be discharged and released from any liabilities, duties and responsibilities imposed by this article or in common law from any claim arising out of or attributed to the component or element in the construction of the building for which the signed written document was submitted. Be aware that this inspection will be noted in all inspection records including the Certificate of Occupancy or Certificate of Compliance. This inspection does not address any local ordinances or zoning requirements.

6/2021



CONTRACTOR/SUBCONTRACTOR CHANGE FORM

Cabarrus County Construction Standards • 65 Church Street S. Concord, NC 28025 • 704-920-2128

This form is used to advise Cabarrus County Construction Standards that the original contractor listed on the permit referenced below has been replaced and the permit be amended to reflect this change. This is also used to advise Cabarrus County that the new contractor, who has signed below, agrees to assume all responsibility for any portion of the project that may have been installed by the original contractor.

INSTRUCTIONS: Please complete one form per permit. Each form submitted will cost \$65.72 and will be processed within two business days after receipt of payment. This form can be submitted via email to CitizenAccess@CabarrusCounty.US

GENERAL INFORMATION			
Project Address:			
Requested by (circle one):		HOMEOWNER CONTRACTOR	Date:
Name:			
Contact Address:			
City:	State:	Zip Code:	Phone:

PERMIT NUMBERS			
Note: Provide only the # for the permit associated with the contractor change			
Building#	Electrical#		
Plumbing#	Mechanical#		
Name of Original Contractor:			
Name of New Contractor:			State License #
Contact Address:			
City:	State:	Zip Code:	Phone:
License Holder Name (PRINT):			
License Holder Signature:			
Requested by (PRINT):			
Requested by Signature:			



CABARRUS COUNTY
America Thrives Here

ACCELA CITIZEN ACCESS

**CONTRACTOR OR ADDITIONAL USER AUTHORIZATION
FOR ONLINE PERMITTING AND INSPECTIONS**

Please create an account on our website www.citizenaccess.cabarruscounty.us . This form **must be notarized** once it is filled out completely. Return the form by fax to **(704) 920-2144**, email to construction2222@cabarruscounty.us or mail to **Construction Standards 65 Church Street, Concord, NC 28025**.

After you have registered for an account and completed the form, they will be linked together and you will be able to create permits online.

Please fill in the following information exactly as it appears on NC State License:

Company Name: _____

Name of Contractor or Qualifier: _____

Contractor's NC License Number: _____

Contractor Mailing Address: _____

Contractor Phone Number: _____

Accela Citizen Access Username or Email: _____

Additional Users for this license can be added. Please make sure each individual has an online account with Accela using email address as username.

Email address for additional users: _____

Signature of Licensed Contractor or Qualifier: _____ Date: _____

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

My commission expires: _____

Signature of Notary: _____

