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| Renovation (House With Sparkles) outline | Renovation for House/Accessory Building Checklist  |
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| Required Documentation  |  | Other required Documentation |
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|  | **Site Plan/Plot Plan**This document may be hand-drawn, but must adhere to an engineering scale of 1:20, 1:30, 1:40, 1:50, 1:60, etc. It should clearly depict the placement of the home on the lot, as well as its distances from all property lines and from any existing structures on the property. Should there be a septic system or well present, the plan must be stamped as “approved” by The Environmental Health Department located at 130 Gillespie Street in the basement of the Historic Courthouse. You may reach their office at 910-433-3660 |  |  | **Owner Affidavit (if applicable)** The affidavit must be completed in full and notarized. Must reside in the home as primary residence for one year after Certificate of Occupancy is issued. See the link to the Owner Exemption Affidavit under G.S. 87-14. \*\* If property owner different then owner of the home then a property owner affidavit will be required for building being placed on property.  |
|  | **Contacts/Contractors/Trade Contractors** Please provide the following information for all contractors: electrical, plumbing, building contractor, and HVAC/mechanical contractor. Required details include the company name, contact name, contact number, and license number. If homeowner is to act as setup contractor, please see requirements below. |  |  |  |
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| **Building Plans /Engineered Sealed Truss plans**Full set of building plans/ blueprints/ floorplans to include all trades (if applicable).* **Engineered** sealed truss plans if not stick-building

Trusses.* Any metal building/structure requires Engineered Sealed

plans.* Scope of work / detailed plans on how being built

if stick built to include foundation plans |

**Liens NC**Is a lien agent required? Yes, and must be posted on the job site (unless exempt) you can obtain a lien by visiting www.LiensNc.com or contacting 1-888-690-7384 for more information.**Septic and Well Permits**For approval of plot plans and relevant permits, please contact Environmental Health at 910.433.3660. Approved well and septic permits are to be obtained from the Environmental Health Department, located in the basement of 130 Gillespie Street, Fayetteville NC 28301. Historic Courthouse.  |  | If any questions please reach out toCumberland County Planning and inspections office at910-321-6636  |
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