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| Renovation (House With Sparkles) outline | Residential New 1-2 Single Family Dwelling Checklist  |
| Required Documentation  |  | Required documentation  |
|  | **Property 911 Addressing (If Applicable)**For information regarding proper addressing and the removal of outdated addresses, please contact at 910-678-7712 within the IS Department.  |  |  | **Owner Affidavit** **(If no General Contractor retained and Owner is building)**The owner Affidavit must be completed in full and be Notarized. The owner must own the home and reside in the home for 1 year after the Certificate of Occupancy is issued. See the link to owner exemption affidavit under G.S. 87-14. | **Department of Environmental Quality** **(If applicable)**If a parcel is 1 acre or larger, please see the attached document (memorandum by county insert) for what we can accept for permitting purposes: <https://www.deq.nc.gov/about/divisions/energy-mineral-and-land-resources/erosion-and-sediment-control> If a parcel is smaller than 1 acre, no DEQ approval is necessary prior to permit issuance. |
|  | **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.  |  |  | **Department of Environmental Quality** **(If applicable)**If a parcel is 1 acre or larger, please see the attached document (memorandum by county insert) for what we can accept for permitting purposes: <https://www.deq.nc.gov/about/divisions/energy-mineral-and-land-resources/erosion-and-sediment-control> If a parcel is smaller than 1 acre, no DEQ approval is necessary prior to permit issuance. |
|  | **Proof of Access to Water/Sewer/Tap reciept**The service provider may vary; therefore, a premises letter on the utility provider's letterhead, or Tap receipt is required if on public utilities. If this is not applicable, then a septic and well permit will need to be provided.  |  |  | **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.  |
|  | **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. |  | If any questions please reach out toCumberland County Planning and inspections office at910-321-6636  |
| **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](http://www.LiensNc.com) or contacting 1-888-690-7384 for more information. |  |  | **Other Possible Requirements*** **Watershed (if applicable)**

If located in the Cumberland County Water Supply Watershed area, please contact the Current Planning Office for the application process. You can reach them by phone at 910-678-7627or in person at 130 Gillespie St. Fayetteville NC 28301 Historic Courthouse in room 103.* **Driveway permit**

Contact NCDOT at 910-364-0601 to see if Driveway Permit will be applicable to your build.  |
|  | **Building Plans /Engineered Sealed Truss plans**Full set of building plans/ blueprints/ floorplans to include all trades (if applicable). Engineered sealed truss plans with wind speed if not built on site.  |  |  |  |
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