



**Town of Holly Springs**  
**128 South Main Street**  
**Holly Springs, NC 27540**  
**(919) 557-3915 · Fax (919) 557-7551**

|              |
|--------------|
| Permit #     |
| _____        |
| Date Entered |
| _____        |

**Construction Application – Residential**  
**(does not apply to new home construction)**

Enclosures to include (digital or 2 hard copies) where applicable: Application, Site Plan listing setback measurements to all property lines, other buildings, well/septic, etc), Building Plans, Engineered Sealed Plans (if project includes an addition, or removal/insertion of load bearing wall), Owner Exemption Affidavit, Designated Lien Agent.

Site Address \_\_\_\_\_

Subdivision \_\_\_\_\_ Section \_\_\_\_\_

Owner \_\_\_\_\_ Owner Address (if different than site) \_\_\_\_\_

**Cost of Construction: \$** \_\_\_\_\_

If cost is \$30,000 or greater, a Designated Lien Agent form is required.

If Homeowner is acting as GC and construction cost is \$30,000 or greater, an Owner Exemption Affidavit is required.

**Type of Project(s) – ( ✓ ) all that apply:**

- |   |  |   |   |                                       |
|---|--|---|---|---------------------------------------|
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Sunroom       | <input type="checkbox"/> Screened Porch | <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Shed         |
| <input type="checkbox"/> Deck   | <input type="checkbox"/> Basement Reno | <input type="checkbox"/> Attic Reno     | <input type="checkbox"/> Bath Reno      | <input type="checkbox"/> Kitchen Reno |
| <input type="checkbox"/> Garage ( <input type="checkbox"/> attached <input type="checkbox"/> detached ) | Other _____                            |   |   |                                       |

Scope of work: \_\_\_\_\_

Heated Sq Ft \_\_\_\_\_ Unheated Sq Ft \_\_\_\_\_ = **Total Sq Ft** \_\_\_\_\_ Is this property on private well/septic? \_\_\_\_\_

**\*By typing/signing your name, you are confirming that you are the North Carolina state license holder or an authorized agent. Authorized agent is defined as written permission submitted to the Town of Holly Springs by the license holder naming you as having permission to sign on their behalf.**

**General Contractor** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ NC State License # \_\_\_\_\_

Email \_\_\_\_\_ Authorized Name & Signature\* \_\_\_\_\_

Expiration of Workers Comp Ins \_\_\_\_/\_\_\_\_/\_\_\_\_

**Electrical Contractor** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ NC State License # \_\_\_\_\_

Email \_\_\_\_\_ Authorized Name & Signature\* \_\_\_\_\_

**Mechanical Contractor** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ NC State License # \_\_\_\_\_

Email \_\_\_\_\_ Authorized Name & Signature\* \_\_\_\_\_

**Plumbing Contractor** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ NC State License # \_\_\_\_\_

Email \_\_\_\_\_ Authorized Name & Signature\* \_\_\_\_\_

**Permit Contact Name** \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**The undersigned hereby certifies that he/she is either the owner or the authorized agent of the owner and hereby makes application for permit and inspection of work described and agrees to comply with all applicable laws regulating the work.**

**Must check one:**

- Owner     General Contractor     Other (specify) \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Plans shall include, but not limited to, the following:**

**Deck and Screen Porch**

- Size and dimensions of the structure
- Footing sizes (depth, width, and spacing) and locations
- Beam sizes and spans
- Joist size, spacing, and spans
- Rafter size and spacing (Screen Porch)
- Ceiling joist size and spacing (Screen Porch)
- If a screen porch is built over an existing deck, provide layout of existing deck with footings sizes as well as listing and labeling all structural framing
- Verify flashing type where required
- Decks attached to house – must describe attachment
- Post size and spacing
- Electrical, Mechanical or Plumbing changes

**Garages-Attached and Detached/Additions**

- Dimensions of the structure
- Footing sizes (depth, width, and spacing) and locations
- Window and door sizes
- Beam sizes and spans
- Joist size, spacing, and spans
- Rafter size and spacing
- Ceiling joist size and spacing
- Structure Layout
- Detail footing attachment to existing structure (Attached garages and additions)
- Label type of or use of room (Additions)
- Electrical outlets and switch locations to be installed as well as what is existing
- Mechanical or Plumbing changes

**Room Renovations**

- Dimensions of the room
- Window and door sizes
- Include existing framing on the plans of the floor (joist size, spacing, spans, beams, etc.)
- Label type of/use of room
- Electrical outlets and switch locations to be installed as well as what is existing
- Mechanical changes
- Plumbing changes
- Basement Renovations may require a survey listing the FFE