

Online Permitting Services



Account Affidavit

Town of Chapel Hill
Development Services
developmentservices@townofchapelhill.org
Phone: 919-9686-5066

Instructions

Background

This affidavit is required to create a Town of Chapel Hill Online Permitting Services User Account. This form shall be completed by a homeowner, contractor or an authorized agent of the business who is financially and legally responsible for all permits created from this User Account. You may submit this completed affidavit by mail or in-person to:

Inspections Division
Town of Chapel Hill
405 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514

Your User Account will not be activated until this affidavit has been processed by the Town. You will not be able to create a permit application with your User Account until this occurs. Please note that you must also register for a User Account at <https://permits.townofchapelhill.org>

Your organization will only possess one (1) active Town of Chapel Hill Online Permitting Services User Account.

Section A—Applicant

- ⇒ All Applicants registering for a Town of Chapel Hill Online Permitting Services User Account complete this section, including homeowners, contractors, or an authorized agent of the contractor or the business.
- ⇒ All fields are required

Section B—Contractor or Business Information

- ⇒ Complete this section if you are a contractor, owner of a contracting business, or an agent authorized to act on behalf of a contractor or business.
- ⇒ Note: a Business License is only required for contractors or businesses that have an office in Chapel Hill
- ⇒ All fields are required

Section C—Applicant Signature

Signature of homeowner, contractor or business owner financially responsible for permits created from this Town of Chapel Hill Online Permitting Services User Account. This signature must be completed in the presence of a Notary Public.

Section D—Notary Public Section

- The Notary Public must verify state Driver License provided by the applicant.
- ⇒ Valid form of picture identification is a state issued Driver License

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Town of Chapel Hill - Development Services



OFFICE USE ONLY

Entered By: _____

Date: _____

A. Applicant Information

Name: _____ Street Address: _____
City _____ State _____ Zip _____
Email _____ Phone _____ Fax _____

B. Contractor / Business Information

Business Name (if applicable): _____ Owner: _____
NC License #: _____ NC License #: _____ NC License #: _____
License Type: _____ License Type: _____ License Type: _____
Address: _____ Business License #: _____
City _____ State _____ Zip _____
Email _____ Phone _____ Fax _____

C. Applicant Signature

I hereby certify that I am the homeowner, contractor or the authorized agent for the contractor or business listed above. I understand that my organization will only have one Town of Chapel Hill Online Permitting Services User Account and I am responsible to maintain the security of this account. I or my organization is monetarily responsible for any permits created from this User Account. If any information on this form changes, it is my responsibility to notify the Town of Chapel Hill. It is the responsibility of the contractor or business to notify the State of North Carolina should information related to the state license change. Notary Public fees may apply and are the applicant's responsibility.

The signature below is my authorization on each future permit submitted using this Town of Chapel Hill Online Permitting Services User Account. This must be signed in the presence of the Notary Public.

Authorized Signature: _____ Date: _____

D. Notary Public Section

Please document applicant's Driver License:
State of: _____ State: _____
County of: _____ Driver License Number: _____

Sworn to (or affirmed) and subscribed before me by _____
this the _____ day of _____, 20____.

Signature of Notary Public

Printed Name of Notary Public

My Commission Expires: _____

(Notary Stamp or Seal)