



Stand Alone Sub Permit APPLICATION INSTRUCTIONS

The following instructions are intended to serve as a guide for completion of the Stand Alone Sub Permit Application. **Attach Scope of Work between the Contractor and Property Owner. Incomplete applications will not be accepted.**

1. Types of Work

- A. Choose the type(s) of work/ trade(s) that will be performed under this sub permit. You may only apply for work related to the following trades on this application electrical, mechanical, and plumbing. This type of application does not apply to any work related to building trade.

Note: Each contractor must complete and sign their individual section of this application. **Development Services must have an original signature per trade for each section of this application in order to issue the permit.** However, electronic signatures, faxed signatures, or scanned signatures are permissible provided that the original signed document is mailed or hand-delivered to Development Services at the address listed above. In this case the application will be deemed complete and review will commence, but the permit will not be issued until the original document(s) is received.

Any residential work over \$5,000 and all commercial work require the submission of a building permit. For information about what types of work require a building permit, go to www.townofchapelhill.org/inspections and select General Information. You may also call the Inspections Division at the number listed above to obtain this information.

- B. Choose if work is for a residential or commercial location.

2. Project Location

Complete this section for all applications:

- **County:** Choose Orange or Durham County.
- **Property Owner:** First and last name of the property owner.
- **Property Address:** Include street number and name, city, state and zip. Ensure that the correct address for the property is entered. Entering an incorrect address will result in delays in processing your application.
- **Unit Number:** Include building and/or unit number, if applicable.

- **Parcel Identifier Number (PIN):** Enter the PIN for the parcel on which the address is located.
- **Existing Use:** Include the specific existing use of the building (i.e. single family home, commercial retail, etc.)
- **Inside Town Limits checkbox:** Check this box if the address is within the town limits

3. General Construction

General Contractors must complete and sign this section.

NOTE: Any residential work over \$5,000 and all commercial work require the submission of a building permit.

- **Name and contact information:** Complete all fields.
- **Privilege License #:** Enter your valid Town of Chapel Hill Business Privilege License Number. All work performed in the Town of Chapel Hill requires a valid Business Privilege License.
- **NCGC License #:** Enter your valid North Carolina General Contractor License Number, if applicable.
- **Classification:** Choose Residential, Commercial, Limited, Intermediate or Unlimited, as applicable.
- **Construction Cost:** Enter the total cost from the Scope of Work document (**see Section 8 below**) for the work being performed.
- **Attach copy of Scope of Work** between contractor and property owner. **Instructions for the detailed Scope of Work can be found in Section 8.**
- **Select the statement that matches your status as a contractor:** If you are the property owner acting as the general contractor (option three) and the cost of construction is over \$30,000, you are required to complete and sign the "Owner Exemption Affidavit."
- **Print your name, sign and date application.**

4. Mechanical Permit

Mechanical contractor must complete and sign this section when mechanical work is being performed.

- **Name and contact information:** Complete all fields.
- **Privilege License #:** Enter your valid Town of Chapel Hill Business Privilege License Number. All mechanical work performed in the Town of Chapel Hill requires a valid Business Privilege License, even when working under a general contractor.
- **NC Mech License #:** Enter your valid North Carolina Heating License number.
- **Classification:** Choose your classification, if applicable. For example, H-1, H-2, H-3 etc.
- **Construction Cost:** Enter the total cost from the Scope of Work document (**see Section 8 below**) for the work being performed.

- **Attach copy of Scope of Work** between contractor and property owner. **Instructions for the detailed Scope of Work can be found in Section 8.**
- **Print your name, sign and date** the Mechanical Permit section of the application.
- **Details:**
 - **Service Type:** Select the box that applies to the work being performed.
 - **Change Out:** Select the box that applies to the work being performed.
 - **Check all that apply:** Select all boxes that apply to the work being performed.
 - **# of Heat Pumps and Gas Packs:** Enter the number of new, upgraded, or replaced heat pumps and gas packs.
 - **# of Mechanical Appliances:** Enter the number of new, upgraded, or replaced appliances. See the footnote at the bottom of this section on the application for examples of mechanical appliances.
 - **Fireplace:** Check the box if any work is being performed on a fireplace.
 - **# of Fireplaces:** Enter the number of fireplaces that are being added, modified, or replace

5. Electrical Permit

Electrical contractor must complete and sign this section when electrical work is being performed.

- **Name and contact information:** Complete all fields.
- **Privilege License #:** Enter your valid Town of Chapel Hill Business Privilege License Number. All electrical work performed in the Town of Chapel Hill requires a valid Business Privilege License, even when working under a general contractor.
- **NC Elect License #:** Enter your valid North Carolina Electric License number.
- **Classification and Voltage:** Select the appropriate classification, if applicable, and voltage.
- **Construction Cost:** Enter the total cost from the Scope of Work document (**see Section 8 below**) for the work being performed.
- **Attach copy of Scope of Work** between contractor and property owner. **Instructions for the detailed Scope of Work can be found in Section 8.**
- **Print your name, sign and date** the Electrical Permit section of the application.
- **Details:**
 - **Service Type:** Select the box that applies to the work being performed.
 - **Service Size (amps):** Enter the size of the electrical service for new service and upgrades in service size only.
 - **# of Meters:** Enter the number of electrical meters that are new, will be upgraded, or moved.

- **Requested Voltage:** Enter the amount of voltage this project will use for new or upgraded service.
 - **Service Entrance Size:** Indicate the service entrance size of electrical service for new, moved or upgraded service.
 - **Boxes*:** Enter the number of electrical boxes, i.e. junction boxes (exclusive of lights, switches and outlets) that will be added, moved, or removed.
 - **Switches*:** Enter the number of switches that will be added, moved, or removed.
 - **Outlets*:** Enter the number of outlets that will be added, moved, or removed.
 - **Lights*:** Enter the number of lights (i.e. sockets/ fixtures) will be added, moved, or removed.
- *NOTE:** Your electrical permit fees are calculated on the quantities you input into the boxes, switches, outlets, or lights section. Be sure not to double count as your fees will unnecessarily be increased.

6. Plumbing Permit

Plumbing contractor must complete and sign this section when plumbing work is being performed.

- **Name and contact information:** Complete all fields.
- **Privilege License #:** Enter your valid Town of Chapel Hill Business Privilege License Number. All plumbing work performed in the Town of Chapel Hill requires a valid Business Privilege License, even when working under a general contractor.
- **NC Plumb License #:** Enter your valid North Carolina Plumbing License number.
- **Classification:** Choose your classification, if applicable.
- **Construction Cost:** Enter the total cost from the Scope of Work document (**see Section 8 below**) for the work being performed.
- **Attach copy of Scope of Work** between contractor and property owner. **Instructions for the detailed Scope of Work can be found in Section 8.**
- **Print your name, sign and date** the Plumbing Permit section of the application.
- **Details**
 - **Service Type:** Select the box that applies to the work being performed.
 - **Change Out of Existing:** Select the box that applies to the work being performed.
 - **# of Fixtures and Spigots:** Enter the number of water fixtures, spigots, connections, etc... that will be added, moved, or removed.
 - **# of Water Heaters:** Enter the number of Water Heaters that will be added or replaced.
 - **Check all that apply:** Select all boxes that apply to the work being performed.

7. Applicant's Statement

This section is signed and dated by the general contractor or the individual subcontractor that has a signed Scope of Work with the owner.

8. Detailed Scope of Work Instructions

A Detailed Scope of Work document MUST be submitted with every permit application as part of a complete submission packet.

The Detailed Scope of Work document for Stand Alone Sub Permit Application must include any and all work proposed by the Sub Contractor on behalf of the Property Owner and work performed between Sub Contractors. If this option is chosen, there is no BUILDING work associated with this project and the work is ONLY related to Mechanical, Gas, Plumbing or Electrical. This can be between the Property Owner and a single subcontractor or multiple subcontractors.

What is a Detailed Scope of Work?

The Detailed Scope of Work is a separate document that details any and all work being proposed for a project. It MUST include the following information:

- 1) Company letterhead, to include:
 - Company Name, Address, Contact information (phone, fax, email) with Contractor's NC License #
- 2) Complete property address where work is being proposed
- 3) Property Owner's full name, address and contact information (phone, email)
- 4) Detailed description of agreed upon proposed work
- 5) Cost of Construction (Dollar Amount) is the amount needed to complete the proposed scope of work from beginning to end.
- 6) Signatures of all parties

NOTE: According to Construction Law, the Cost of Construction is defined as the: "Expense incurred by a contractor for labor, material, equipment, financing, services, utilities, etc., plus overheads and contractor's profit. Costs such as that of land, architectural design, consultant and engineer's fee are not construction costs."

FRAUD NOTICE: Knowingly providing false information in a Scope of Work will subject the GC and Subcontractors to civil and criminal prosecution.