



Detailed Scope of Work Instructions for Building Permit Applications

The Detailed Scope of Work is a self-generated document (produced by the contractor) that details any and all work being proposed for a project and it helps the plans reviewers, contractor, homeowner and inspectors to be in harmony with what is going on with the property. These instructions are intended to assist Property Owners, General Contractors on what information is required to be in the Detailed Scope of Work document that **MUST** be submitted with the permit application as part of a completed permit submission packet. **THE SCOPE OF WORK DOCUMENT IS NOT REQUIRED FOR NEW CONSTRUCTION OR SUB-PERMITS.** The self-generated Detailed Scope of Work is a signed agreement based upon the scope of the project and can be only between the following parties:

- ✓ Licensed General Contractor and the Property Owner
- ✓ Licensed General Contractor and individual Sub Contractors
- ✓ Unlicensed Contractor and Homeowner
- ✓ Homeowner and individual Sub Contractors

Please choose one of the following options to use when thinking about how best to submit this document with your particular situation in mind.

Option #1:

Licensed General Contractor: The self-generated Detailed Scope of Work document must include any and all work proposed by General Contractor (GC) of record and all subcontractors working under the direction of the GC on behalf of the Property Owner. This document can be submitted as one scope of work (broken down by trade and cost per trade) for the entire proposed project and *signed by the GC and the homeowner*. Alternatively, if this option is chosen, each subcontractor *may* provide an individual self-generated Detailed Scope of Work document for their portion of the proposed project in addition to the Detailed Scope of Work document provided by the Licensed General Contractor.

Option #2:

- Individual Contractor: The self-generated Detailed Scope of Work document must include any and all work proposed by the Individual Contractor on behalf of the Property Owner, but **SHALL NOT** include any subcontractor work/proposals. Each contractor **SHALL BE REQUIRED** to provide their own individual self-generated Detailed Scope of Work document signed by themselves and the homeowner for their portion of the proposed project because this option assumes that all contractors are hired independent of each other and directly by the home owner.

Option #3**:

- Property Owner is legally acting as the General Contractor for the proposed project (in accordance with NCGS §87-1):
The self-generated Detailed Scope of Work document must include any and all work proposed by the Property Owner and will be required to be submitted for each subcontractor. In this option, the Property Owner is acting as one or more contractors on their own behalf. The Detailed Scope of Work document generated by the Property Owner must include cost breakdowns for the entire project and for each discipline (BEMPI).



What must the self-generated Detailed Scope of Work include?

The Detailed Scope of Work MUST include ALL of the following information (*Property owners may list their contact information once to satisfy numbers 1-3 below*):

- 1) Company letterhead, to include:
 - o Company Name, Address, Contact information (phone # and email address); Contractor's NC License #
- 2) Complete property address where work is being proposed
- 3) Property Owner's full name, address and contact information (phone # and email address)
- 4) Detailed description of agreed upon proposed work (please include fixture counts; # of mech. units; electrical amps or # of boxes, switches, outlets, etc)
- 5) Cost of Construction* per trade (Dollar Amount): This shall be the dollar amount, *listed per trade and totaled*, needed to complete the proposed scope of work from beginning to end.
- 6) Signatures from all parties of interest (all contractors) that agree with the Detailed Scope of Work.

*** PLEASE NOTE:** *Construction Cost as outlined by the guidance provided by the International Code Council (ICC), shall include the average costs based on typical construction and includes the following areas, minus the cost of securing the land:*

“Foundation work, Structural and Non-structural building components, Interior finish material, Electrical, Mechanical, Plumbing, Roof Structure and coverings”

OR

“According to the Business Dictionary: 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 statement:

Knowingly providing false information in this Detailed Scope of Work document will subject the General Contractor and Subcontractors to enforcement proceedings and/or revocation of the permit.

**As each project is unique, staff may at any time request additional materials to determine compliance with the Land Use Management Ordinance (LUMO), the Building Code and NCGS.