



Guidance Paper

Residential Permit Submittal Requirements

The following are the submittal requirements for residential projects:

New Construction:

- Plans
 - If more than one model is represented on the plans, the models that are not applicable should be “X” out
- Plot Plan showing location from property lines and setbacks
- General Contractor information
- All subcontractors’ information
- Homeowner Trade Affidavit* (*if homeowner will be installing Electrical, Mechanical or Plumbing*)
- If project is over \$40,000
 - Workers Comp Affidavit*
 - Lien Agent information
 - Homeowner Affidavit* (*if homeowner will be acting as General Contractor*)

Zoning must review and approve project before permits can be issued.

Renovation/Addition:

- Floor plan
 - Should indicate the area of work
- Plot Plan showing location from property lines and setbacks (*if adding to footprint of structure*)
- General Contractor information
- All subcontractors’ information
- Homeowner Trade Affidavit* (*if homeowner will be installing Electrical, Mechanical or Plumbing*)
- If project is over \$40,000
 - Workers Comp Affidavit*
 - Lien Agent information
 - Homeowner Affidavit* (*if homeowner will be acting as General Contractor*)

Zoning must review and approve project before permits can be issued.

* All affidavits can be found on our website at www.mooresvillepermits.com under “Documents”