



# TOWN OF CLAYTON INSPECTIONS DEPARTMENT UNLICENSED CONTRACTOR AFFIDAVIT FORM

**§ 87-14. Regulations as to issue of building permits.**

Any person, firm, or corporation, upon making application to the building inspector or other authority of any incorporated city, town, or county in North Carolina charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, grading, or any improvement or structure where the cost is to be **forty thousand dollars (\$40,000) or less**, shall, before being entitled to a permit, satisfy the following:

- (a) That the applicant is the owner of the property on which the building is being constructed and, if the applicant is a firm or corporation, that the person submitting the application is an owner, officer, or member of the firm or corporation that owns the property.
- (b) That the applicant will personally superintend and manage all aspects of the construction of the building and that the duty will not be delegated to any other person not licensed under this Article.
- (c) That the applicant will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes.

The building inspector or other authority shall transmit a copy of the affidavit to the Board, which shall verify that the applicant was validly entitled to claim the exemption under G.S. 87-1(b)(2). If the Board determines that the applicant was not entitled to

**In pursuant to § NCGS 87-14, the following affidavit must be signed and notarized.**

As the HOMEOWNER or PROPERTY OWNER, I give permission to the unlicensed person, firm, or corporation proposing to do work at the project address listed below. I understand the person, firm, or corporation proposing to perform the scope of work at the project address listed is NOT licensed by the North Carolina Licensing Board for General Contractors, and the total cost associated with the scope of work is less than \$40,000. I understand that the subcontractors are required to contract directly with me as the homeowner or property owner and not the unlicensed person proposed to do the work.

Project Address: \_\_\_\_\_

Scope of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED COSTS OF SCOPE OF WORK**

Total estimated cost must include all materials, supplies, and labor for the entire scope of work for the project.

**We require a copy of the contract with itemized costs from all contractors as a part of this submittal.**

Building	
Electrical	
Mechanical	
Plumbing	
Total Cost	\$

**Homeowner/Property Owner Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Unlicensed Person, Firm, or Corporation Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, have carefully read, fully understand, and voluntarily agree to all the terms and conditions of this Unlicensed Contractor Affidavit Form.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn and subscribed before me \_\_\_\_\_, a notary Public for the above State and County, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_