



City of Greenville North Carolina

P.O. Box 7207 - Greenville, NC 27835-7207

In conditions where construction is underway or has been performed without permits (such as finishing of bonus room areas), and components are unable to be verified by the Building, Electrical, Mechanical, or Plumbing Inspector, the following are steps that will need to be taken:

- It will be necessary to hire the services of a licensed NC Professional Engineer to confirm that foundation and/or structural conditions, insulation R-value, and selective other components meet the current code;
- For trade work (electrical, mechanical, and/or plumbing a licensed contractor will need to be hired, perform a review of the work area associated with his/her trade license, and should compile a report on their company letter head stating the details of the findings to acquire a permit for that trade.
- A drawing of the unpermitted area will need to be submitted with a permit application to insure the square footage and area in question.
- Building, Electrical, Mechanical, and Plumbing final inspections shall be scheduled (or all trades involved within the work area) to begin the inspection process. The inspector will have reviewed the information, and will visit the site to see what might be outstanding. Once modifications are performed, a call for the follow-up final inspections will need to be made to obtain a Certificate of Occupancy.
- The permit applicant will oversee the process and obtain letters from the Engineer and all relative contractors and submit them to inspections prior to the request for an inspection.
- The owner is responsible for any back taxes arising from square footage changes.

By signing below I acknowledge that I am aware of the items listed above and its relativity to obtaining a Certificate of Occupancy for the work that was performed prior to obtaining the permit.

Signature of Owner

Date

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

Signature of Notary Public

(Notary Stamp or Seal)

Printed Name of Notary Public

My Commission Expires: _____