



LIEN AGENT INFORMATION

160D-110 (g) No building permit shall be issued pursuant to subdivision (1) of subsection (a) of this section for work costing forty thousand dollars (\$40,000) or more unless the name, physical and mailing address, telephone number, facsimile number, and email address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) are conspicuously set forth in the permit or in an attachment to the permit. This condition does not apply to improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5 that the owner occupies as a residence or to the addition of an accessory building or accessory structure as defined in the North Carolina Uniform Residential Building Code, the use of which is incidental to that residential dwelling unit. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued. When the improvements to a real property leasehold are limited to the purchase, transportation, and setup of a manufactured home, as defined in G.S. 143-143.9, the purchase price of the manufactured home is excluded in determining whether the cost of the work is forty thousand dollars (\$40,000) or more.

Name of Lien Agent _____

Mailing address of Agent _____

Physical address of Agent _____

Phone _____

Email _____

Fax _____

The information will be attached to the permit record and a copy provided to the applicant. A copy of the document printed from the LiensNC website can be included in the building permit application submittal in lieu of this form. The applicant is required to post a copy on the construction site.

A website was created to facilitate the filings of appointments of lien agents and the filing of notices to lien agents by potential lien claimants at www.liensnc.com. When an owner or contractor acting on the owner's behalf appoints a lien agent through the LiensNC system, it will generate an Appointment of Lien Agent document or form for the property and project. The document will include:

- Designated lien agent and contact information
- Unique entry or identifying number for the project
- Owner and contact information
- Contractor
- Instructions for the owner and/or contractor to post at the property and provide to the permitting office
- QR code for easy access to the property information in the LiensNC system

For more information, please call 1-888-690-7384.

FOR OFFICE USE ONLY:

Permit #: _____ Permit Holder: _____ Date: _____