



Requirements for the listing of a lien agent.

A lien agent will NOT be required for the following:

- 1) When the building permit list total project costs less than \$40,000
- 2) If no building permit is required and the contract costs are less than \$ 40,000 (rarely seen)
- 3) Any construction, reconstruction, alteration, or repair of any public building.
- 4) Any improvements made to an EXISTING single-family dwelling used as a primary residence by the owner. Examples would be:
 - Room addition
 - Attached garage
 - Renovations such as finishing an attic or basement.
- 5) Accessory buildings such as detached garages or utility buildings.
- 6) Accessory structures such as swimming pools, decks gazebos, etc.

Requirements for proof of Worker's Compensation insurance

Any permit issued with total project costs exceeding \$40,000 will require the Worker's Compensation Form to be completed.

INSTRUCTIONS TO PERMITTING OFFICES

(PER N.C. GEN. STAT. §§44A-11.1, 44A-11.2, 160A-417, 153A-357, and 87-14)

Effective April 1, 2013, North Carolina law will require that an owner (or, as typical with permit applications, the contractor on their behalf) appoint a lien agent when they first contract for improvements to real property. A lien agent is a title insurer or agent also registered as a lien agent with the NC Department of Insurance.

However, the appointment is not required for improvements:

- (1) for which the costs of the undertaking are less than \$40,000, either at the time that the original building permit is issued or, in cases in which no building permit is required, at the time the contract for the improvements is entered into with the owner,
- (2) to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that is used by the owner as a residence; or
- (3) for which first furnishing of labor or materials at the site is prior to April 1, 2013.

The identification and contact information for the lien agent must be in 3 places:

- (1) "conspicuously set forth in the permit or in an attachment thereto"
- (2) Maintained in the inspection department "in the same manner and in the same location in which it maintains its record of building permits issued" and
- (3) "conspicuously and continuously posted on the property for which the permit is issued until the completion of all construction"

A website created specifically and solely for purposes of facilitating the filings of appointments of lien agents, the filing of notices to lien agents by potential lien claimants, and searching for these filings will be available April 1, 2013, at www.liensnc.com. So, when the owner (or contractor on their behalf) appoints a lien agent through the Liens NC system, it will generate an Appointment of Lien Agent document or form for the property and project, which will include the following information:

- Designated Lien Agent and contact information (c/o Liens NC)
- Unique Entry or Identifying number for the Project
- Owner and contact information
- Contractor (if one)
- 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 Liens NC system

The lien agent information form or document printed from the Liens NC website can be attached to the building permit application and building permit, for it will include the required information the permit office will need.

For further information regarding the Liens NC website, feel free to contact Liens NC, LLC, c/o Nancy Ferguson, President, at Chicago Title Company, LLC, 800-445-9983 or Nancy.Ferguson@ctt.com.

Example Lien Agent

DO NOT REMOVE

Details: Appointment of Lien Agent

Filed on: **/**/****

Entry# _____

Initially filed by: *****

Project Property

Print & Post



Designated Lien Agent

Name of company: *****

Contractors:

Address: *****

Please post this notice on the Job Site.

Phone# *****

Fax# *****

Suppliers and Subcontractors:

Email Address *****

Property Type

Scan this image with your smart phone to view this filing. You can then file a Notice to Lien Agent for this project.

1-2 Family Dwelling

Date of First Furnishing:

//****

Owner Information:

Name: *****

Address: *****

Phone# *****

Technical Support Hotline: (***)***-****