

## **NORTH CAROLINA BOARD OF FUNERAL SERVICE**

This checklist is provided to assist you in completing and submitting all of the paperwork the Board needs in order to inspect your facility and assign an unaffiliated permit number. Be sure to submit all of your paperwork together; make a copy of the checklist to keep for yourself and send the original back with the subject documentation and the required fee.

### **NEW UNAFFILIATED PERMIT APPLICATION CHECKLIST**

- 1) All spaces on application filled out completely (including ownership structure, etc.)
- 2) New unaffiliated permit fee (**Application fees are non-refundable.**)

**Please allow 2 weeks for inspection.**

- 3) Articles of Incorporation / Organization; Partnership Agreement; etc.
- 4) Certificate of Assumed Name (If applicable – filed with local register of deeds)
- 5) Secretary of State (verify status of corporation or LLC is “current & active”)
- 6) General Price List
- 7) Casket Price List
- 8) Outer Burial Container Price List
- 9) Statement of Funeral Goods & Services selected

**Note: All items must be received by the Inspector prior to a permit being issued.**

**Inspections must be completed and passed within 90 days of the application. Any application failing to have passed an inspection and not issued a permit within 90 days will be considered denied.**

**This form must be initialed by a Board inspector and returned with the Unaffiliated Permit Inspection Report.**

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Inspector's Initials