



NORTH CAROLINA BOARD OF FUNERAL SERVICE

NEW CREMATORY LICENSEE APPLICATION CHECK-LIST

This check-list is provided to assist you in completing and/or submitting each document required to schedule a crematory licensee inspection and to receive a new permit number. Each required document must be received and approved prior to a permit number being issued.

Once your application and fee are received, the Inspector responsible for the geographic region where your crematory facility is located will contact you. He or she will be your contact person throughout the application process.

If you have questions regarding any of the items listed below, or the application process in general, please contact your Inspector. A list of Board inspectors is available at: <https://www.ncbfs.org/inspectors.php>

1) All spaces on application filled out completely (including ownership structure, etc.)

Email to: permitapplications@ncbfs.org

2) **Non-refundable** application fee of \$400.00

Pay online: <https://www.ncbfs.org/online-payment.php>

3) Articles of Incorporation/Organization; Partnership Agreement; etc.

4) Assumed Business Name Certificate (if applicable – filed with local register of deeds)

5) Secretary of State (verification that corporation or LLC is “current & active”)

6) Certificate of occupancy (required for new or renovated structures)

No on-site inspection will be conducted until which time a certificate of occupancy has been obtained from local officials for any structure with an out-standing building permit.

7) Right of occupancy (deed, rental, lease agreement)

8) Crematory technician certificate for each individual certified

Note: If the individual named as crematory licensee manager is NOT licensed by the Board, please make certain he or she has submitted an application to receive a crematory manager permit.

Each required item must be received by the inspector prior to a permit number 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 number within 90 days will be considered denied.**

A Board inspector must be present during the first cremation performed. Please allow up to two (2) weeks for an inspection to be conducted. New crematory licensee inspections are not conducted on Fridays.

This form must be initialed by a Board inspector and returned with the inspection report.

Inspector

Date