



NORTH CAROLINA BOARD OF FUNERAL SERVICE

NEW CHAPEL APPLICATION CHECK-LIST

This check-list is provided to assist you in completing and/or submitting each document required to schedule a chapel 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 funeral establishment 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 must be filled out completely (including ownership structure, etc.)

Email to: permitapplications@ncbfs.org

- 2) Non-refundable application fee of \$150.00 Pay online: <https://www.ncbfs.org/online-payment.php>

- 3) Secretary of State (verification that corporation or LLC is "current & active")

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

- 5) 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.

- 6) Right of occupancy (deed, rental, lease agreement)

Note: Once your application and fee have been submitted, please allow up to two (2) weeks for an inspection to be conducted.

Each required item must be received by the inspector prior to a permit number being issued.

The application process must be completed and a permit number issued within 90 days from the application date. **Any application failing to be issued a permit number within 90 days will be considered denied.**

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

Inspector

Date