



Graham County Building Inspections
227 Knight Street
Robbinsville, NC 28771
828-479-7982
Fax: 828-479-6486

RE: NC LIENS
Effective April, 1st 2013

INSTRUCTIONS:

Please log onto www.liensnc.com . You will have to create an account, with a user name and password.

List of things you will have to fill in.

Road Name

Tax Parcel ID #

Property Type: ✓ 1-2 Family Dwellings

Pre- Permit Workers :(none)

Owner information: **Example, Name, address, zip code, e-mail address, phone#**

Contractor Information: If you are pulling permit as owner builder, this will be your name, address, phone#, e-mail address, etc. If you are pulling the building permit using a Licensed Contractor, this will be their information.

You will have a drop down box to select the Designated Lien Agent. You may select any on the ones listed.

You will need a credit card to pay for the Lien. The cost is \$25.00. Once you have filled all the information in, you can print your receipt. Once you get your receipt you need to click on the Entry # that was listed for your lien, you will then be able to print out the form that says APPOINTMENT OF LIEN AGENT (DO NOT REMOVE) is listed at the top of the page. Please print (2) copies. You will need to keep one on the job site, and bring the other copy to the Graham County Building Inspections Office to obtain your building permit.

Building permits cannot be issued until this Lien has been completed.

If you have any questions, please call David Hyatt or Sandra Sharp@828-479-7982.

Thanks