TOWN OF SOUTHERN SHORES
PLANNING AND CODE ENFORCEMENT
5375 N Virginia Dare Trail, Southern Shores, NC 27949
(252) 261-2394 phone (252) 255-0876 fax
www.southernshores-nc.gov

APPOINTMENT OF LIEN AGENT

Pursuant to North Carolina General Assembly Law 2012-158

North Carolina law requires an owner or contractor acting on the owner's behalf to appoint a lien agent when they first contract for improvements to real property. A lien agent is not required for the following:

a. Improvements less than $30,000 at the time the original building permit is issued;
b. Improvements to an existing single family residential dwelling as defined in GS 87-15.5 (7) that is used by the owner as a residence;
c. The first furnishing of labor or materials at the site is prior to April 1, 2013; or,
d. Public building or other public work or public improvements.

Lien Agent Information

Name of Lien Agent: _____

Mailing Address of Agent: _____

_____

Physical Address of Agent: _____

_____

Phone: _____

Fax: _____

Email: _____

A website was created to facilitate the filings of appointments of lien agents and filing of notices to lien agents by potential lien claimants at www.liensnc.com. When an owner or contractor acting on the owner's behalf appoints a lien agent through the LiensNC system, it will generate an Appointment of Lien Agent document or form for the property and project. The document will include:

- Designated lien agent and contact information
- Unique entry or identifying number for the project
- Owner and contact information
- Contractor
- Instructions for the owner and /or contractor to post at the property and provided to the permitting office
- QR Code for easy access to the property information in the LiensNC system

NOTICE: A copy of the Appointment of Lien Agent form or document printed from the LiensNC website can be included in the building permit application submittal in lieu of this form and must be posted at the job site.