

# ATTENTION ALL!!!!

## INSTRUCTIONS FOR THE MECHANICS LIEN LAW PROCESS

Effective for construction projects beginning on or after April 1, 2013, North Carolina law requires appointment of a lien agent by property owners. Contractors and subcontractors can then give notice they are working on the project. Appointments are *not* required for (1) improvements under \$30,000 *or* (2) to the owner's existing residence *or* (3) for public building projects. Building permits for specified projects may not be issued until new rules requiring the designation of lien agents have been satisfied. A clearinghouse called LiensNC has been set up to deal with and manage this process.

The following are steps that the **permit applicant** must take in order to correctly go through the process for permit submittal and approval. In addition to the regular applicable permit submittal process with your local municipality, all permits over \$30,000 and issued after April 1, 2013 must go through the following process:

- 1) The permit applicant must go to the website <http://liensnc.com/> to engage a lien agent for their project, **and**
- 2) Once on the website, they will log in, enter some information requested, select the lien agent for their project, follow the payment instructions, **and**
- 3) Print out the form, **and**
- 4) Attach it to their permit application

LiensNC is responsible for answering all questions on this Lien Agent Program. DOI is only responsible for verifying that the lien companies are eligible to be used in NC for this purpose. Please direct all questions to the below website or phone number for assistance. The LiensNC clearinghouse website is up and running. Please visit the website at <http://liensnc.com/>. The number for the clearinghouse is **888-690-7384**.