



**NORTH CAROLINA  
PERMITTING PERSONNEL ASSOCIATION, INC.  
P.O. Box 11011  
Hickory, NC 28603**

**Board Members:**

**President: Patricia Hickmon**  
Town of Spring Lake  
[pmoore@townofspringlake.com](mailto:pmoore@townofspringlake.com)  
300 Ruth St., Spring Lake NC 28390  
910-985-1810

**President-Elect: Gracie Thomas**  
Brunswick County  
[Gracie.thomas@brunswickcountync.gov](mailto:Gracie.thomas@brunswickcountync.gov)  
PO.Box 249, Boliva NC 28425  
910-253-2032

**Vice President: Stacie Julian**  
Rockingham County  
[sjulian@co.rockingham.nc.us](mailto:sjulian@co.rockingham.nc.us)  
371 NC Hwy 65, Reidsville, NC 27320  
336-394-0086

**Secretary: Dena Barner**  
Moore County  
[dbarner@moorecountync.gov](mailto:dbarner@moorecountync.gov)  
PO Box 905, Carthage, NC 28327  
910-947-4610

**Treasurer: Eric Hall**  
State Board of Examiners of Plumbing,  
Heating, & Fire Sprinkler Contractors  
[ehall@nclicensing.org](mailto:ehall@nclicensing.org)  
PO Box 11011, Hickory, NC 28603

**Region 1 Director: Misty Lipe**  
City of Asheville  
[mlipe@ashevillenc.gov](mailto:mlipe@ashevillenc.gov)  
161 S. Charlotte St. Asheville, NC 28801  
828-259-5655

**Region 2 Director: Cheryl Dean**  
Mecklenburg County  
[cheryl.deen@mecknc.gov](mailto:cheryl.deen@mecknc.gov)  
2145 Suttle Ave Charlotte, NC 28208  
980-314-3179

**Region 3 Director: Lyn Wilkins**  
Person County  
[lwilkins@personcountync.gov](mailto:lwilkins@personcountync.gov)  
325 S. Morgan Street, Suite A  
Roxboro, NC 27573

**Region 4 Director: Tasha Herring**  
Pender County  
[tredd@pendercountync.gov](mailto:tredd@pendercountync.gov)  
805 S. Walker St Burgaw, NC 28425  
910-259-1276

**Region 5 Director: Kate Winzler**  
Town of North Topsail  
[kwinzler@northtopsailbeachnc.gov](mailto:kwinzler@northtopsailbeachnc.gov)  
2008 Loggerhead Ct,  
North Topsail Beach, NC 28460  
910-328-1349

**NCPPA Contact Information**  
Website: [www.ncppa.us](http://www.ncppa.us)  
E-mail: [ncpermittingpersonnel@gmail.com](mailto:ncpermittingpersonnel@gmail.com)

May 3, 2024

Greetings!

I am honored to serve as your incoming President and look forward to leading the NCPPA into the future. With nearly 100 member agencies and over 300 individual members, the Association is a vibrant community for anyone involved in permitting and related activities.

We had a great conference in Charlotte on November 8-9, 2023, with 120 members in attendance, and have already begun discussing our annual conference to be held in late 2024.

Attached please find the renewal membership application for July 2024 – June 2025. Please do not use forms from previous years, as there have been some changes.

NCPPA Membership benefits include access to:

- legislative updates affecting our profession
- Permit Technician Certification updates
- Statewide job posting board
- Annual Conference featuring valuable educational sessions and relaxed after-hours networking
- our exclusive ListServ email network, providing opportunities to seek and share information pertaining to permitting and related subjects

On behalf of the NCPPA Board, we look forward to having you and your agency as part of our family!

Sincerely,

Patricia Hickmon  
President  
NCPPA

**NORTH CAROLINA PERMITTING PERSONNEL ASSOCIATION, INC.**  
**MEMBERSHIP APPLICATION – RENEWAL FORM**  
**JULY 1, 2024 - JUNE 30, 2025**

**PERMITTING PERSONNEL MEMBER**

A Permitting Personnel Member shall be restricted to representatives of municipalities or individuals employed by a unit of government such as cities, towns, counties, or other political subdivisions performing the duties of processing permits in the State of North Carolina; or representatives of the occupational licensing boards for general, electrical, mechanical, plumbing or fire sprinkler contractors.

***PLEASE NOTE: In addition to the agency fee, there is also a \$10.00 fee for each member.***

The individual fees for agencies with over 10 members will be capped at a maximum of \$100.00. Please include an email address for each member and indicate if they wish to be included on the ListServe.

**To calculate the annual fee due, add the agency fee and the individual member fees.**

*If you have any questions regarding the fees, please do not contact Association officers or regional directors.*

*Submit all questions and comments to [ncpermittingpersonnel@gmail.com](mailto:ncpermittingpersonnel@gmail.com).*

*Fees are due by July 31, 2024. If dues are not received by that date, members will be deactivated on the ListServ until the agency and individual fees are paid in full.*

_____ <b>NCPA Member</b>	<b>\$ 85.00 per agency</b>	<b>\$ 85.00</b>
	<b>plus individual fees of \$10.00 per member</b>	<b>\$ _____</b>
	<b>Total</b>	<b>\$ _____</b>

**ASSOCIATE MEMBER**

An Associate Member shall consist of those people interested in the scope of the permitting process but are not directly engaged in processing permit documentation. (Example: Members of professions or trades in the construction industry.)

_____ <b>Associate Member</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>
	<b>plus individual fees of \$10.00 per member</b>	<b>\$ _____</b>
	<b>Total</b>	<b>\$ _____</b>

Please make checks payable to **North Carolina Permitting Personnel Association, Inc.**

Mail completed forms and check to the following address:

**NCPA**  
**PO Box 11011**  
**Hickory, NC 28603**

Agency Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person (name & title): \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Agency Phone: \_\_\_\_\_

**\*\*\*PLEASE LIST MEMBER INFORMATION ON THE FOLLOWING PAGE\*\*\***  
**Applications without member information will not be processed.**

PLEASE TYPE OR PRINT CLEARLY

**Primary Contact for Agency (as listed on previous page)**

1. Name \_\_\_\_\_ Title \_\_\_\_\_  
E-mail \_\_\_\_\_ ListServe? \_\_\_\_ Yes \_\_\_\_ No

**Additional Members with Agency**

2. Name \_\_\_\_\_ Title \_\_\_\_\_  
E-mail \_\_\_\_\_ ListServe? \_\_\_\_ Yes \_\_\_\_ No

3. Name \_\_\_\_\_ Title \_\_\_\_\_  
E-mail \_\_\_\_\_ ListServe? \_\_\_\_ Yes \_\_\_\_ No

4. Name \_\_\_\_\_ Title \_\_\_\_\_  
E-mail \_\_\_\_\_ ListServe? \_\_\_\_ Yes \_\_\_\_ No

5. Name \_\_\_\_\_ Title \_\_\_\_\_  
E-mail \_\_\_\_\_ ListServe? \_\_\_\_ Yes \_\_\_\_ No

6. Name \_\_\_\_\_ Title \_\_\_\_\_  
E-mail \_\_\_\_\_ ListServe? \_\_\_\_ Yes \_\_\_\_ No

7. Name \_\_\_\_\_ Title \_\_\_\_\_  
E-mail \_\_\_\_\_ ListServe? \_\_\_\_ Yes \_\_\_\_ No

8. Name \_\_\_\_\_ Title \_\_\_\_\_  
E-mail \_\_\_\_\_ ListServe? \_\_\_\_ Yes \_\_\_\_ No

9. Name \_\_\_\_\_ Title \_\_\_\_\_  
E-mail \_\_\_\_\_ ListServe? \_\_\_\_ Yes \_\_\_\_ No

10. Name \_\_\_\_\_ Title \_\_\_\_\_  
E-mail \_\_\_\_\_ ListServe? \_\_\_\_ Yes \_\_\_\_ No

***Note: Agencies with more than 10 members may duplicate this page to list additional members.***