



North Carolina Board of Funeral Service

This checklist is provided to assist you in completing and submitting all of the paperwork the Board needs in order to inspect your facility and assign an establishment number. Be sure to submit all of your paperwork together; make a copy of the checklist to keep for yourself and send the original back with the subject documentation and the required fee.

New Establishment Application Checklist

- 1) All spaces on application filled out completely (including ownership structure, etc.)
- 2) Articles of Incorporation (Corporation or LLC)
- 3) Secretary of State (print out filing documents)
- 4) Certificate of Occupancy (new or renovated structures)
- 5) Right of Occupancy (deed, rental, lease agreement)
- 6) New establishment fee
- 7) General Price List
- 8) Casket Price List
- 9) Outer Burial Container Price List
- 10) Statement of Funeral Goods & Services selected

*Once all of the above are received, the Inspector will contact the manager to arrange inspection. Note: all items must be received by the Inspector prior to a permit being issued. Please allow 2 weeks for inspection.

New Chapel Application Checklist – Need items 1-6. Please allow two weeks for inspection.

New Crematory Application Checklist – Need items 1-6. Along with 3 affidavits for owners, partners, members or officers and crematory manager. If the crematory manager is not licensed by this Board, please call the Board for fingerprint cards. Please enclose Crematory Technician Certificates.

Please allow one month for crematory inspections. New crematory inspections are not conducted on Fridays. New crematory inspections require coordination (by the firm) with the board inspector as well as the manufacturer's representative(s). You must have remains to be cremated along with all of the required paperwork on the day of the inspection.

New Preneed Application Checklist – Need completed Preneed Establishment Application, Schedule A, required fees and \$50,000 bond. Do not mail the application and fees until bond is secured.

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