TOWN OF SOUTHERN SHORES
PLANNING AND CODE ENFORCEMENT

5375 N Virginia Dare Trl, Southern Shores, NC 27949
(252) 261-2394 phone (252) 255-0876 fax

BUILDING/FLOODPLAIN DEVELOPMENT PERMIT

This packet and other pertinent information is available for download by visiting the Town's website at:
https://www.southernshores-nc.gov/town-government/planning-code-enforcement/permits/
For On-line Permit Submittals visit:
https://www.southernshores-nc.gov/online-permit-submittals/
Copies may also be obtained from the
Planning and Code Enforcement Department located at Town Hall
Office hours are 8:30 AM to 5:00 PM, Monday – Friday

This packet provides instructions, checklists, forms and applications required to process a Building, Zoning, Floodplain, and/or Lot Disturbance Permit for development including but not limited to:

- **Single Family/Duplex/Multi-Family Development** – Includes new construction, additions/expansions, remodel/renovation/repair, enclosures, storage
- **Commercial Development** – Includes new construction, additions/expansions, remodel/renovation/repair, storage, changes of use
- **Accessory Structures** – Includes pools, storage buildings, gazebos, dune decks, tennis courts, garages, cabanas, docks, piers, boat lifts, outdoor showers, HVAC and pool equipment stands
- **Bulkheads, Retaining Walls**
- **Pool Barriers and Fences**
- **Signs**
- **Driveways, Parking involving Expansions or Reconfigurations**
- **Lot Disturbance**
- **Demolition**
- **Electrical, Mechanical, Plumbing, Fire Sprinkler and LP Gas work**

A complete Development/Floodplain Permit Application provides all of the information necessary for the Code Officials to determine conformance with the provisions of the Town Ordinance and NC State Building Code regulations. For an application to be accepted as complete, please refer to the requirements in the Development/Floodplain Permit Submittal Checklist. Upon receipt of a complete application, plan review will then be conducted.

HOMEOWNERS ASSOCIATION COVENANTS

Although the Town of Southern Shores does not enforce or consider the effect of covenants in the various subdivisions of Southern Shores, applicants for a development permit should be advised that their building plans may be affected by subdivision covenants and are advised to consult with the appropriate Property Owners' Association. A list of Associations and contact persons is available on the town's website or by contacting the Planning Department. ***You are strongly urged to obtain approval from the appropriate association before you apply for a permit and begin construction. Failure to do so could result in legal action by the association to enforce the covenants.***

LOT DISTURBANCE-STORMWATER MANAGEMENT

If applicable, in all town zoning districts, including all areas within the extraterritorial jurisdiction, no grading, filling, or other alteration of the topography or elevation of any unimproved lot, or demolition and clearing of improved property, nor any manmade change to any improved real estate resulting in the discharge of stormwater onto adjacent property and requiring a building permit, shall be undertaken prior to the issuance of a **Lot Disturbance-Stormwater Management Permit** by the Zoning Administrator.

All applications for lot disturbance and stormwater management shall be accompanied by a survey/site plan of the proposed improvements showing the actual dimensions and shape of the lot, and showing the surveyed pre-disturbance ground elevation at the corners of the proposed structure referenced to mean sea level. The application shall also describe the disturbance or development activity which is proposed for the lot. The application and accompanying survey shall be sufficiently detailed for the zoning administrator to confirm that following construction of the proposed improvements the property will retain all stormwater generated by a 1.5 inch rain event and will not adversely affect any stormwater management system previously constructed by the town.

The purpose of the required site-visit prior to the issuance of the permit is to discuss zoning restrictions regarding setbacks, building height, potential storm water runoff impacts, possible impacts to adjacent properties and trees to be removed. Additional information may be required on surveys depending on location. Once the **Lot Disturbance-Stormwater Management Permit** is issued, site disturbance is permissible and a **Building/Floodplain Development Permit** application may be submitted for review and approval of proposed development.

TRADE / SUB-CONTRACTOR WORK

Trade / Sub-Contractors are required to obtain a permit or sign off for their trade prior to installation of any plumbing, mechanical, electrical, fire sprinkler or gas systems. The permit fee is $100 and there is no fee required for a Trade/Sub-Contractor Sign Off when a Building Permit has been issued for the project.

COASTAL AREA MANAGEMENT ACT (CAMA)

******The proximity of your property to wetlands, surface waters and flooding has the potential to significantly impact the permit process and development of your property.***

If your property is adjacent to water (Ocean, Sound, Creek, Canal) a **CAMA** permit or exemption letter **may** be required depending upon the proposed development. The application fee for a CAMA Minor development permit is $100 if the project is within the Ocean Hazard or Estuarine/Public Trust AEC and does not qualify for an Exemption. ***CAMA approval is required prior to submitting an application for a Development/Floodplain Permit.***

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

The Federal Emergency Management Agency (**FEMA**) has mapped Special Flood Hazard Areas (**SFHA's**) in our community on a Flood Insurance Rate Map (**FIRM**) effective date 6-19-2020, with Base Flood Elevations (**BFE's**) determined above mean sea level (msl).

An application for a **Building/Floodplain Development Permit** shall be made when submitting an application for any development activities located within a SFHA. Floodplain Development Permit approval is required and is part of the review process. ***Floodplain Development Permit*** *means any type of permit that is required in conformance with the provisions of the Town Code Flood Damage Prevention Ordinance, prior to the commencement of any development activity.*

Proposed development to be constructed within the VE flood zone will be required to provide a pre-construction V-Zone Certification prepared by a licensed design professional duly authorized by the state to prepare such certification.

The mapped Flood Zones located within the Town are: **AE 4ft, AE 5ft, AO 1ft depth, AO 2ft depth, VE 11ft, VE 12ft, VE 13ft Shaded X** and **Unshaded X.**

The Town of Southern Shores enforces 3ft of freeboard above the BFE and/or a minimum Local Elevation Standard (**LES**) of 8 ft, where applicable. The BFE plus the freeboard or LES establishes the regulatory flood protection elevation.

Flood map information may be obtained by visiting FEMA's Flood Map Service Center website https://msc.fema.gov/portal or the website for the State of North Carolina – Flood Risk Information System http://fris.nc.gov/fris/

DARE COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

Wetlands, poorly drained soils and or subsurface soil conditions can impact permissible locations and size of septic system tanks and drain fields. The Dare County Environmental Health Department makes site evaluations and issues permits for wastewater systems. ***Environmental Health Department Permits are required prior to submitting an application for a Building/Floodplain Development Permit.*** Please call 475-5080 for further information or visit the Dare County Satellite Office at 2601 N. Croatan Hwy, Kill Devil Hills.

ZONING

No building or other structure shall be erected, moved, added to, or structurally altered, without a permit issued by the building inspector and/or zoning administrator. No building or zoning permit shall be issued except in conformity with the provisions of the Town of Southern Shores Code of Ordinances. A zoning permit, if required, shall be issued by the zoning administrator prior to the issuance of a building permit.

All areas within the Town of Southern Shores are zoned. An official zoning map has been adopted and copies of the zoning map are available and specific questions about how a property is zoned may be answered by contacting the Planning and Code Enforcement Department office at 252-261-2394.

The intent, permitted uses, conditional uses and dimensional requirements are specific for each individual zoning district:

- **RS-1** Single Family Residential
- **RS-8** Multi-Family Residential
- **RS-10** Residential
- **R-1** Low Density
- **C** General Commercial
- **G&I** Government and Institutional

Height requirements for residential development located within RS-8, RS-10, R-1, C and G&I zoning districts (excluding RS-1)

For specific height regulations (pursuant to use) please refer to the Town Code of Ordinance – Chapter 16 Zoning – Article VII Schedule of District Regulations https://library.municode.com/nc/southern_shores/codes/code_of_ordinances

***Specific forms and informational packets are available for the zoning district **RS-1** dimensional requirements (including height)

+46'-0"
MAXIMUM BUILDING HEIGHT
+- 8.38"
+38'-7 1/4"
TOP PLATE
+- 34'-3.58" ACTUAL BUILDING HEIGHT
25'-10.78" (MAX 26'-0")
+29'-5 3/4"
2ND FL. SUBFLOOR
12 3/4"
FLOOR STRUCTURE
+17'-5"
1ST FL. SUBFLOOR
FLOOR STRUCTURE
+15'-5"
LOWEST HORIZONTAL MEMBER
+12'-8 3/4" AVERAGE GRADE
+11'-0"
LOWEST HOUSE CORNER (APPROX. GRADE)
+12'-0"
FLOOD ZONE (VE-12)
12
4

RESIDENTIAL DEVELOPMENT CHECKLIST
For Zoning Districts OTHER THAN RS-1

___**Survey/Site Plans including**:

- Seal of NC Licensed Professional Surveyor, Engineer, Architect, or other duly authorized person duly authorized by the state to prepare such plans
- Zoning: setbacks and existing and proposed lot coverage
- **Location and Dimensions of all existing and/or proposed structures and development**, including but not limited to: building footprint, structures, driveway, parking, turnaround, fences, walls, hvac and pool equipment platforms
- CAMA setback and total AEC lines— Ocean Hazard 60'/180' with dated first line of stable natural vegetation (FLSNV), Estuarine Shoreline 30'/75'
- Certified Army Corp of Engineers (ACOE) 404 Wetland Delineation (if applicable)
- Proposed septic system location - Dare County Environmental Health Dept. stamped approval on survey/site plan and floor plan drawings
- Proposed driveways, parking, turn around and walkways
- The Flood Zone(s) boundary lines shown and the Datum date (if applicable)
- Total lot area square footage

___**Two (2) sets of Building Plans** (with stamped approval from the Dare County Environmental Health Department

- Improvement Permit and/or Authorization for Wastewater System Construction Permit from the Dare County Environmental Health Department
- Engineer/Architect Seal – must be original seal, with signature and date
- Elevation Drawings: to scale, labeled, original and finished grade, average and lowest grade at the corners of the structure, BFE, elevation of lowest floor, max height and top plate height (if applicable)
- NFIP – Pre-construction V-Zone certification and V-Zone breakaway wall certification, if applicable
- Fence or pool barrier detail - with V-Zone breakaway design certification, if applicable
- Foundation Plan – to scale
- Wall cross section – to scale

___**Building/Floodplain Development Permit Application**

___**Building Plan Specification Form if applicable**

___**Surety Bond made payable to: <u>Town of Southern Shores in the amount of $5,000.00</u>**

___ **Proof of Workers Compensation or a signed Affidavit**

___**Signed Required/Courtesy Inspection Schedule**

If applicable:

___**Copy of Lot Disturbance Permit**

___**Lien Agent Information Form**

___**Owner Exemption Affidavit**

___**Copy of CAMA Minor/Major Permit, Exemption, General Permit or ACOE 404 Wetland permit**

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FEES PURSUANT TO THE BUILDING INSPECTIONS SECTION OF THE TOWN OF SOUTHERN SHORES FEE SCHEDULE

PLAN REVIEW-LOT DISTURBANCE and STORMWATER MANAGEMENT PERMIT	$100
ZONING PERMIT	$50
PLAN REVIEW-SINGLE FAMILY NEW CONSTRUCTION	$150
PLAN REVIEW-SINGLE FAMILY ADDITION OR RENOVATION MINIMUM	$100

NEW BUILDING PERMITS for STRUCTURES/ADDITIONS/RECONSTRUCTION:

• Heated/living areas - Single Family	$0.60/SF
• - All Others	$0.75/SF
• Non-Heated areas; i.e., deck, porch, garages, etc. - Single Family	$0.30/SF
• - All Others	$0.35/SF

REMODELING and ALTERATIONS TO EXISTING STRUCTURES
(No additional square footage = No change in footprint) $10.00 PER $1,000 OF CONSTUCTION COST

SWIMMING POOLS/TENNIS COURTS (flat fee)	$125
DEMOLITION	$100
SIGN	$100
BULKHEAD, DOCK, PIER, RETAINING WALLS	$100
STORAGE SHEDS	$100
PLUMBING/ELECTRICAL/MECHANICAL PERMITS	$100
CONTRACTORS LICENSING BOARD FEE (Homeowner's Recovery Fund)	$10

RE-INSPECTION CHARGE	$100
WORK PROCEEDING WITHOUT NECCESARY INSPECTIONS	½ PERMIT FEE
WORK PROCEEDING WITHOUT NECCESARY PERMITS	DOUBLE PERMIT FEE
HOUSE MOVING OUT OF SOUTHERN SHORES	$100
HOUSE MOVING WITHIN SOUTHERN SHORES	$250
HOUSE MOVING TO SOUTHERN SHORES	$350

CAMA PERMIT-Minor Development Permit
If the project is within the Ocean Hazard or Estuarine AEC's and
does not qualify for an Exemption $100

*MINIMUM PERMIT FEE $100

NOTICE

You Are Encouraged to Obtain Approval From The Appropriate

Private Property Owners Association Architectural Review Board

Before Lot Disturbance or Beginning Construction

Private Covenant & Deed Restrictions May Apply to Your Property

THESE PRIVATE ASSOCIATIONS ARE NEITHER A PART OF NOR RELATED TO TOWN GOVERNMENT As a property owner, if you are planning to make changes to your property (lot or building), regardless of whether or not a Building Permit is required by the Town, you must provide copies of your plans to the appropriate private homeowners association architectural review board (ARB) for review. Changes should not be made by the property owner or contractor until and unless approval is granted by the appropriate private homeowners association.

Chicahauk Property Owners Association (CPOA) **Phone 252-715-3052**

Office location: Kern Pitts Center - 5377 N Virginia Dare Trail, Town Hall Complex in Southern Shores.
Blank ARB Application forms can be obtained at www.cpoaobx.org or at the CPOA in-box at the Kern Pitts Center.

Southern Shores Civic Association (SSCA) **Phone 252-261-8617**

Office location: Kern Pitts Center - 5377 N Virginia Dare Trail, Town Hall Complex in Southern Shores.
Blank ARB Application forms can be obtained at www.sscaoobx.org or at the SSCA in-box at the Kern Pitts Center.

The Kern Pitts Center is open Monday-Friday 8:30am to 5:00pm

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Date of Submittal:

LOT DISTURBANCE – STORMWATER MANAGEMENT PERMIT APPLICATION and REQUIREMENTS

You are strongly urged to obtain approval from the appropriate homeowner association before you apply for a permit and begin construction. Failure to do so could result in legal action by the association to enforce their covenants.

LOCATION: Street Address _____

Lot_____ **Block**_____**Section**_____ **PIN#** _____

FLOOD ZONE (circle) AE 4ft, AE 5ft, AO 1ft depth, AO 2ft depth, VE 11 ft, VE 12 ft, VE 13 ft, Shaded X or Unshaded X

CAMA AEC (circle) Estuarine Shoreline or Ocean Hazard

Section 36-171, Lot Disturbance and Stormwater Management – Subject to the requirements of G.S. 160A-417(b), if applicable, in all town zoning districts, including all areas within the extraterritorial jurisdiction, no grading, filling, or other alteration of the topography or elevation of any unimproved lot, or demolition and clearing of improved property, nor any manmade change to any improved real estate resulting in the discharge of stormwater onto adjacent property and requiring a building permit, shall be undertaken prior to the issuance of a lot disturbance-stormwater management permit by the zoning administrator.

(1) All applications for lot disturbance and stormwater management shall be accompanied by a survey and site plan of the proposed improvements prepared by a state licensed professional surveyor, engineer, architect or other person duly authorized by the state to prepare such plans showing the actual dimensions and shape of the lot, and showing the surveyed pre-disturbance ground elevation at the corners of the proposed structure referenced to mean sea level. The application shall also describe the disturbance or development activity which is proposed for the lot. The application and accompanying survey shall be sufficiently detailed for the zoning administrator to confirm that following construction of the proposed improvements the property will retain all stormwater generated by a 1.5 inch rain event and will not adversely affect any stormwater management system previously constructed by the town or on adjacent properties. No fill material may be re-distributed or placed on a lot in the rear or side setback areas unless the final horizontal -to-vertical slope is equal to or less than 3:1. This shall be calculated from the finished final grade to the rear and side property lines. The burden shall be on the applicant to make such a showing, and the zoning administrator, in his discretion, may request reasonable additional information to make a decision on the application.

(2) Upon inspection, the zoning administrator shall confirm that the survey detail submitted conforms generally to the pre-disturbance condition of the lot with respect to its elevations, and that the proposed disturbance activity will not create any hazards or disturb land or lots other than that owned by the applicant or his agent. The zoning administrator shall make such notation or comments on the permit as needed to further establish the pre-disturbance topography and elevation of the lot for later use in determining the permitted height of any structures subsequently constructed on said lot. The zoning administrator may modify an existing lot disturbance and stormwater management permit requirement during the construction process.

(3) The zoning administrator is hereby authorized to include requirements in the permit which minimize the disturbance or damage of any adjacent lots or land, including any reasonable conditions meeting current best management practices for retaining all stormwater generated by a 1.5 inch rain event. All required stormwater improvements shall be maintained in a manner that ensures that the improvements will continue to satisfy all applicable requirements in the issued permit. When required by the Zoning Administrator, a certification executed by the person duly authorized by the state to prepare such plans attesting to compliance with all applicable stormwater requirements shall be shown on the survey.

1. **Signature accepting above conditions**_____
2. **Attach Survey/Site Plan including:**
   - Proposed corners of the structure with the original grade (pre-disturbance) elevations.
     (Note: additional spot elevations may be required if proposed building location changes for 35' height)
   - Proposed fill, excavation and storm water management features such as drainage swales, or dry /wet detention area. (Zoning Administrator may require professional design with appropriate contour intervals)
   - Zoning setbacks
   - CAMA lines (FLSNV, Ocean Hazard AEC, Estuarine Shoreline 75' & 30' Buffer and any 404 Wetlands)
   - Proposed septic system location, including tank and lines
   - Proposed driveways, walkways and culverts if necessary
   - Flood Zone(s)
   - Proposed erosion control devices (i.e. silt fence) to retain sand, soil and sediment on site.
   - Proposed lot coverage
3. **Description of disturbance activity** _____
4. Area_____sf (_____%) of disturbed land.
5. Proposed site work Sub-Contractor _____

Property Owner:	Contractor: NC lic #:
Address:	Address:
Tele #:	Tele #:
Email:	Email:

Submittal Date: _____

Page 1 of 2
Page 2 is Building Plan Specification Form

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BUILDING/FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

*****Applications WILL NOT be accepted until all required information is provided**

PROPERTY INFORMATION:

Project Address: _____ Property Owner: _____

Lot Number: _____ _Block: _____Section: _____ Mailing Address: _____

Property ID Number (PIN #): _____ City: _____State: _____ Zip Code: _____

Lot Area: _____ sq ft Tele #: _____

Flood Zone (circle): AE 4 ft – AE 5 ft – AO 1 ft depth – AO 2 ft depth – VE 11 ft – VE 12 ft – VE 13 ft – Shaded X – Unshaded X

Base Flood Elevation: _____ft / Plus 3ft of Freeboard or LES 8 ft = _____ft = Regulatory Flood Protection Elevation

Zoning District: _____Septic Permit #_____ Permit Date: _____ # Person Septic Capacity _____

CAMA Permit required? Yes or No CAMA Permit # _____CAMA AEC (circle): ____Estuarine Shoreline or _Ocean Hazard

CONTRACTOR INFORMATION:

Business Name: _____

Contractor Name:_____

Mailing Address:_____

City: _____State: _____ Zip Code: _____

Business #_____Cell #_____

Fax #_____Email_____

NC G. C. Licensed Contractor_____ OR _____ Non-Licensed Contractor

NC G. C. License Number: _____

Limitation: _____

Classification:_____

_____

Qualifier: _____

_____

DESCRIPTION OF WORK:

PERMIT TYPE (X): _____ COMMERCIAL _____RESIDENTIAL

_____RESIDENCE ____2ND HOME ____RENTAL (> 30 days) ____VACATION COTTAGE (< 30 days)

TYPE OF CONSTRUCTION (X): ___NEW CONSTRUCTION ____ADDITION/EXPANSION ___REMODEL/RENOVATION/REPAIR ___ACCESSORY ___OTHER

PROPERTY USE (X):____SINGLE FAMILY____DUPLEX____MULTI-FAMILY____GOVERNMENT - INSTITUTIONAL____COMMERCIAL

COMMERCIAL USE ONLY: _____CURRENT USE ____ _____PROPOSED USE

SQUARE FOOTAGE AND/OR DIMENSIONS: _____GARAGE _____SHED _____SWIMMING POOL

_____GAZEBO _____DUNE DECK _____RETAINING WALL _____BULKHEAD _____PIER/DOCK

_____ DECK(S) _____ PORCH(ES) _____ STORAGE ENCLOSURE_____ _OTHER

PROPOSED BUILDING AREA: _____SQ FT - HEATED / LIVING AREAS (NEW SPACE)

_____SQ FT - NON HEATED AREAS (NEW SPACE)

$_____COST OF REMODEL/RENOVATION/REPAIR - *ONLY* (DO NOT INCLUDE NEW SQ FT)

$_____ESTIMATED CONSTRUCTION COST OF **TOTAL PROJECT**

NOTE: Although the Town of Southern Shores does not enforce or consider the effect of covenants in the various subdivisions of Southern Shores, applicants for a building permit should be advised that their building plans may be affected by subdivision covenants and are advised to consult with the appropriate property owners' association.

You are strongly urged to obtain approval from the appropriate association before you apply for a permit and begin construction. Failure to do so could result in legal action by the association to enforce the covenants.

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RESIDENTIAL BUILDING PLAN SPECIFICATIONS

For development within Zoning Districts OTHER THAN RS-1 single family residential

Property Owner:_____

Project Address:_____

Zoning District: _____ **RS-8 Multi-Family Residential** _____ **RS-10 Residential** _____**R-1 Low Density**

_____**C General Commercial** _____**G&I Government and Institutional**

MUST BE COMPLETED AND SUBMITTED WITH APPLICATION

- _____(2) complete sets of building plans to scale with the following:
- _____Elevation views from all sides – including measurements depicting:
  1) elevation where height is measured from 2) maximum height 3) top plate height
- _____Foundation, floor, roof plans and framing members layout
- _____Typical wall section showing insulation and high wind zone tie down details
- _____ft - Building height (ridge height)_____ measured from the *lowest* elevation of the finished grade or the original grade, whichever is lower, at the corners of the structure.
- _____ft - Top plate height _____ measured from the *average* elevation of the finished grade or the original grade, whichever is lower, at the corners of the structure.
- _____Minimum Design Pressure (DP) rating
- _____Window, Exterior and Garage Door Schedule with egress sizes and DP rating shown

WHERE APPLICABLE - EXISTING AND PROPOSED INFORMATION IS REQUIRED

- _____Existing_____Proposed - **Number of Bedrooms**
- _____Existing_____Proposed - **Number of Occupants**
- _____Existing_____Proposed - **Number of Bathrooms - Full**
- _____Existing_____Proposed - **Number of Bathrooms - Half**
- _____(sf) Existing_____(sf) Proposed – **Heated/Living areas**
- _____(sf) Existing_____(sf) Proposed - **Non-heated areas** (garage, storage, open decks, covered decks, etc)
- _____Proposed - **Type of foundation [pile, block, monolithic slab]**
- _____Proposed - **Interior wall finish**
- _____Proposed - **Exterior wall finish**
- _____Proposed - **Roof type** (asphalt, metal, wood shake, other)
- _____Proposed - **Insulation type** (batt, blown, other)
- _____Proposed - **Heat type** (electric, gas, heat pump, other)
- _____Proposed - **A/C type** (electric, gas, heat pump, other)
- _____Proposed - **Fireplace** (gas, wood, other)
- _____Proposed - **Number of stories**
- _____(sf)Proposed – **Pool – Deck – Barrier Fence** (concrete or fiberglass pool)
- _____(sf)Proposed - **Elevator**
- _____(sf and/or linear ft) Proposed – **Dock, pier, boat lift, bulkhead, retaining wall**
- Proposed - **Window Make**_____ (and) _____**Window Type**

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REQUIRED AND COURTESY INSPECTIONS

Please note that not all projects will require all inspections listed below.

Call 24 hours in advance to request inspection.

OFFICE HOURS 8:30am - 5:00pm, MONDAY-FRIDAY

Do not call for an inspection unless you have provided or completed ALL of the requirements for that request

When requesting an inspection please provide:

Property Owner's Name, the Street Address and the Type of Inspection requested

1) **TEMPORARY POWER POLE - COURTESY INSPECTION**
   a) ☐ **Provide Temporary Power Project Number** to Inspections Department to schedule an inspection for the release of a meter installation. Electrical Permit Sign-off is required.

2) **FOUNDATION - REQUIRED INSPECTION(s)**
   Temporary toilet facilities (Port-a-John) if required must be on site.
   Trash container must be on site.
   Structure shall be laid off with string lines and batter boards or surveyor stakes to check required setbacks.
   - **Piling Inspection.** Call for inspection when all pilings are on site ***AND pilings are placed in the ground.*** **- before scheduling** inspection ☐ **MATERIALS INVOICE** must be submitted to the Inspections Department
   - **Under-Slab Inspection** (if utilities under slab). Concrete forms in place, all electrical, plumbing and/or heating and air conditioning facilities run
   - **Slab Inspection** (no utilities) Termite Treatment applied and vapor barrier installed
   - **Footing Inspection**. Trenches excavated, grade stakes installed, reinforcing steel (rebar) and supports in place and appropriately tied, concrete forms are in place and braced, and before any concrete is placed. All non-treated form materials must be removed after concrete sets.

3) **FRAMING/SHEATHING – REQUIRED INSPECTION** *All exterior tie downs, bolts and nailing of sheathing completed*
   a) IF in flood zone and IF already not obtained, submit ☐ **UNDER CONSTRUCTION ELEVATION CERTIFICATE**
   b) Submit ☐ **FOUNDATION SURVEY** showing location of structure in relation to setback lines, lowest heated & unheated floor elevations
   c) **HEIGHT CERTIFICATION** (if applicable) depicting maximum ridge height and top plate height (if applicable)
   d) All Framing, Bracing, Decks, Porches, and stairways for access to building and upper floors must be installed
   e) High Wind Zone tie downs and uplift connections (strapping, connectors, threaded rod, etc.) installed and visible

4) **ROUGH-IN – REQUIRED INSPECTION**
   a) Inspection deficiencies from Framing/Sheathing Inspection corrected
   b) Submit **signed permits (SIGN-OFFS) by licensed Sub-Contractors** (Electrical, Plumbing, Mechanical, LP Gas [fuel piping]
   c) Roof covering, Roof Ventilation installed and **entire building must be completely dried-in** with felt or approved house-wrap to prevent rain or water from entering structure and 100% of siding installed
   d) Doors, windows, chimney and fireplace vents must be installed
   e) All plumbing, electrical, and mechanical work must be roughed-in and uncovered
   f) **Insulation Baffles**, **Fire Caulking** and **Air Barrier** material installed

5) **INSULATION INSPECTION – REQUIRED INSPECTION**
   a) Inspection deficiencies from Rough-In Inspection corrected
   b) Insulation installed in Floors **(R-19), Walls (R-15), Ceiling (R-30). R-30 if exposed to outside air**
   c) Window and doors foamed and all draft-stopping around tub and other appropriate places installed
   d) Vapor barrier facing proper direction and intact

1) **POOLS – REQUIRED INSPECTIONS**
   - **Pool Bonding Inspection**
   - **Pool Deck Slab Inspection**
   - **Wet Nitch Inspections**, if required
   - **For Fiberglass Pools**, "contact with water" bonding

2) **PRE-FINAL – COURTESY INSPECTION**
   a) IF IN FLOOD ZONE and applicable **Submit** ☐ **FINISHED CONSTRUCTION ELEVATION CERTIFICATE**
   b) Provide **Operation Permit (issued by Dare County Department of Environmental Health)**
   c) Provide **NC Power** ☐ **Permanent Project Number**
   d) All electrical, mechanical and gas appliances hooked up; smoke detectors installed, and plumbing fixtures in place
   e) *All requirements from prior inspections must be completed at this time*

3) **FINAL - REQUIRED INSPECTION – CERTIFICATE OF COMPLIANCE/OCCUPANCY(C.O.)**
   FINAL INSPECTION IS MADE AFTER COMPLIANCE INSPECTIONS FOR ALL SUB-CONTRACTOR TRADES ARE COMPLETED AND BEFORE OCCUPANCY - NO FURNITURE OR PERSONAL ITEMS MAY BE STORED IN THE STRUCTURE UNTIL THE CERTIFICATE OF COMPLIANCE/OCCUPANCY IS ISSUED.
   a) IF APPLICABLE **Submit** ☐ **"AS-BUILT" SURVEY with all improvements depicted but not limited to: lot coverage calculations, turnaround, parking spaces, zoning setbacks, CAMA information, etc.**
   b) Final zoning approval received
   c) All required corrections from pre-final inspection of structure pertaining to all applicable NC State Building Codes
   d) Kitchen and bathrooms operational
   e) Driveway, required parking and turnaround surfaced with suitable materials (asphalt, concrete, clay and gravel)
   f) All land disturbance stabilized and any damage to public facilities repaired
   g) Lot and surrounding grounds must be cleared of all construction related debris
   h) House numbers posted on post at street, minimum 3" high, easily seen from both directions
   i) Contractor's sign removed
   j) Temporary Toilet and Trash Bin removed (*Construction bin, if not full, may remain upon written request of homeowner for moving-in trash only)*
   k) Residential Requirements - Energy Efficiency Certificate – Section N1101.9 of the 2012 NC Building Code – must provide a completed copy of the certificate for the file and original to be posted inside the building and verified by the Building Inspector

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A **Fee of 2 times the Permit Fee** may be charged for work done prior to obtaining a permit. This includes Sub-Contractor Sign-off Permits.
A **Fee equal to one-half (1/2) of the Permit Fee** shall be assessed for proceeding with work without the necessary inspections. In the event any work inspected is unsatisfactory, a Re-Inspection shall be made at the convenience of the Building Inspector upon notification of the correction of discrepancies. A failure to call or notify the Building Inspection Department for inspections and proceeding without approval at any stage of construction shall be deemed a Violation. **Stop Work Orders** may be issued any time work is performed without a required permit or when work deviates substantially from approved plans.
A **Fee of $ 100.00** may be charged for any Re-Inspection to be paid prior to the Re-Inspection.

North Carolina General Statute 160A-420: Inspections of work in progress.
Subject to the limitation imposed by G.S 160A-412(b), as the work pursuant to a permit progresses, local inspectors shall make as many inspections thereof as may be necessary to satisfy them that the work is being done according to the provisions of any applicable State and local laws and of the terms of the permit. In exercising this power, members of the inspection department shall have a right to enter on any premises within the jurisdiction of the department at all reasonable hours for the purposes of inspection of other enforcement action, upon presentation of proper credentials. If a permit has been obtained by an owner exempt from licensure under G. S. 87-1(b)(2), no inspection shall be conducted without the owner being personally present, unless the plans for the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes.

I hereby affirm that I have read, understand and received a copy of the above list of inspections and their requirements for inspection procedures.

_____ / _____
Applicant/Contractor Date

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

AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE

COMPLETION OF THIS FORM IS REQUIRED BY N.C.G.S. § 87-14 WHEN THE PROJECT COST IS $30,000 OR MORE

The law provides that any person, firm, or corporation making application for a Building Permit where the project cost is $30,000 or more **shall**, before he/she is entitled to such permit, furnish "satisfactory proof" to the Building Inspector that "he/she has in effect Workers' Compensation Insurance as required by Chaper 97 of the General Statutes.

The undersigned applicant for Building project located at _____
being the:
_____ Contractor
_____ Owner
_____ Officer/Agent of the Contractor or Owner

Do hereby claim under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:

_____ Has/have three (3) or more employees and have obtained workers' compensation insurance to cover them,

_____ Has/have one or more subcontractor(s) and have obtained workers' compensation covering them,

_____ Has/have one or more subcontractor(s) who has/have their own policy of workmen's compensation covering themselves,

_____ Has/have not more than two (2) employees and no subcontractors,

While working on the project for which this permit is sought. It is understood that the Inspection Department issuing the permit may require certificates of coverage of worker's compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm, or corporation carrying out the work.

Firm Name: _____

By: _____

Title: _____

Date: _____

STATE OF NORTH CAROLINA

OWNER EXEMPTION AFFIDAVIT
PURSUANT TO F.S. 87-14 (a)(1)

COUNTY OF_____

_____ Inspection Department

Parcel Identification Number and address where the building is to be constructed: PIN_____

Address_____

Type of construction: ____Residential ____Commercial ____Industrial ____Other

Intended use after completion (e.g. Personal residence): _____

Building permit number associated with this application: _____

I, _____ ( )_____
(Print Full Name) (Phone Number)

hereby claim exemption from licensure under G.S. 87-1(b)(2) by **initialing** the relevant provision in paragraph 1 and **initialing** paragraphs 2-5 below attesting to the following:

1. _____I certify I am the owner of the property set forth above on which a building is to be constructed or altered and for which application for a building permit is hereby made;

   OR

   _____I am legally authorized to act on behalf of the firm or corporation that is constructing or altering this building on the property owned by the firm or corporation as set forth above:

   _____
   (Name of Firm or Corporation)

2. _____I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1, Chapter 87 of the General Statues of North Carolina.
3. _____I will be on site regularly during construction and I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statues of North Carolina.
4. _____I understand that by executing this licensing exemption AFFICAVIT pursuant to G.S. 87-1(b)(2), I am required by law to occupy the building for which the licensing exemption is granted for twelve months after completion, during which time it may not be offered for rent, lease or sale.
5. _____I understand a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification I am validly entitled to claim an exemption under G.S. 87-1(b)(2) for the building construction or alteration specified herein. I further understand if the North Carolina Licensing Board for General Contractors determines I am not entitled to claim this exemption the building permit issued for the construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S 16A-422.

_____ _____
(Signature of Affiant) (Date)

Sworn or affirmed and subscribed before me this the _____day of _____, 20_____

_____
(Signature of Notary Public) (Notary Stamp or Seal)

_____
(Printed Name of Notary Public)

(NOTE: It is a class F felony to willfully commit perjury in any affidavit taken pursuant to NC G.S. 14-209)

TOWN OF SOUTHERN SHORES
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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.

Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949
Phone 252-261-2394 / Fax 252-255-0876
info@southernshores-nc.gov
www.southernshores-nc.gov

Application and Agreement for Construction Right-of-Way Encroachment

Owner:	**Contractor:**
Address:	**Address:**
City, St & Zip:	**City, St & Zip:**
Phone:	**Phone:**
Fax:	**Fax:**
Mobile:	**Mobile:**

PROPERTY LOCATION: _____

Subdivision: _____ **Lot:** ___ **Block:** ___ **Section:** ___

PIN: _____

SECTION 28-3, (1) CONSTRUCTION ENCROACHMENT AGREEMENT: A property owner, or his agent, may apply to the town for a construction encroachment agreement. If approved by the Town Manager, the applicant may park construction related vehicles within the right-of-way, but no closer than four feet from the paved road surface or from any travel lane. Application may only be approved after finding that the applicant cannot practicably park on the property during the construction period. The street shall not be used for the storage of any construction materials, equipment, tools or supplies including, but not limited to, temporary water and toilet facilities. A construction encroachment agreement may be issued for a term no longer than six months and may be extended for two additional consecutive three-month terms so long as the applicant shall have generally been in conformity with the ordinances of the Town. No certificate of occupancy may be issued until the Town Manager has made a written finding that any road surface is in the same or better condition than upon commencement of the construction process.

SITE SPECIFIC TERMS AND CONDITIONS (referenced to attached site plan):

_____

_____ _____
Signature of Town Manager or Designee Date

_____ _____
Signature of Owner or Contractor Date

STATE OF NORTH CAROLINA _____

_____

COUNTY OF _____

I, a Notary Public, do hereby certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document:_____and_____.

This the_____day of_____(_____).

(Official seal.)

_____

Notary Public

Printed Name: _____

My Commission Expires:

_____

APPENDICES E-1 THROUGH E-4

RESIDENTIAL REQUIREMENTS

(The provisions contained in this appendix are adopted as part of this Code.)

APPENDIX E-1
ENERGY EFFICIENCY CERTIFICATE (Section N1101.9)

ENERGY EFFICIENCY CERTIFICATE N1101.9	
Builder, Permit Holder or Registered Design Professional Print Name: Signature:	
Property Address:	
Date:	
Insulation Rating - List the value covering largest area to all that apply	***R*-Value**
Ceiling/roof:	R-
Wall:	R-
Floor:	R-
Closed Crawl Space Wall:	R-
Closed Crawl Space Floor:	R-
Slab:	R-
Basement Wall:	R-
Fenestration:	
U-Factor	
Solar Heat Gain Coefficient(SHGC)	
Building Air Leakage	
❑ Visually inspected according to N1102.4.2.1 OR	
❑ Building Air Leakage Test Results (Sec. N1102.4.2.2) ACH50 [Target: 5.0] or CFM50/SFSA [Target: 0.30]	
Name of Tester / Company: Date: Phone:	
Ducts:	
Insulation	R-
Total Duct Leakage Test Result (Sect. N1103.2.2) (CFM25 Total/100SF) [Target: 6]	
Name of Tester or Company: Date: Phone:	
Certificate to be displayed permanently	