



**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](http://www.southernshores-nc.gov)

**BUILDING/FLOODPLAIN DEVELOPMENT  
PERMIT APPLICATION**

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

Submittal Date: \_\_\_\_\_

Page 1 of 2  
Page 2 is Building Plan Specification Form

**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: VE AE X  
 Base Flood Elevation: \_\_\_\_\_ ft Plus 2ft of Freeboard = \_\_\_\_\_ ft Regulatory Flood Protection Elevation  
 Zoning District: \_\_\_\_\_ / Septic Permit # \_\_\_\_\_ Permit Date: \_\_\_\_\_ /Water Tap # \_\_\_\_\_  
 CAMA Permit required?  Yes  No CAMA Permit # \_\_\_\_\_ CAMA AEC:  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  
License Information:  
 NC G. C. License Number: \_\_\_\_\_  
 Limitation: \_\_\_\_\_  
 Classification: \_\_\_\_\_  
 Qualifier: \_\_\_\_\_

**DESCRIPTION OF WORK:**

**PERMIT TYPE** (X): \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ RESIDENTIAL / \_\_\_\_\_ RESIDENCE \_\_\_\_\_ RENTAL

**TYPE OF CONSTRUCTION** (X): \_\_\_\_\_ NEW CONSTRUCTION \_\_\_\_\_ ADDITION/EXPANSION \_\_\_\_\_ REMODEL/RENOVATION/REPAIR \_\_\_\_\_ ACCESSORY

**PROPERTY USE** (X): \_\_\_\_\_ SINGLE FAMILY \_\_\_\_\_ DUPLEX \_\_\_\_\_ MULTI-FAMILY \_\_\_\_\_ GOVERNMENT/INSTITUTIONAL  
 \_\_\_\_\_ PIERS/DOCKS \_\_\_\_\_ BULKHEAD \_\_\_\_\_ COMMERCIAL

**\*\*COMMERCIAL** \_\_\_\_\_ **\*\*CURRENT USE** \_\_\_\_\_ **\*\*PROPOSED CHANGE OF 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 (NO ADDITIONAL 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.*