



**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: \_\_\_\_\_

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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.*



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## BUILDING PLAN SPECIFICATIONS

Property Owner: \_\_\_\_\_

Project Address: \_\_\_\_\_

### MUST BE COMPLETED AND RETURNED WITH APPLICATION

- ❖ \_\_\_\_\_(2) complete sets of building plans to scale with the following:
- ❖ \_\_\_\_\_ Elevation views from all sides
- ❖ \_\_\_\_\_ Foundation, floor and 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**