



**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

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

Flood Zone: VE AE X

Base Flood Elevation: \_\_\_\_\_ ft Plus 2ft of Freeboard = \_\_\_\_\_ Regulatory Flood Protection Elevation

Zoning District: \_\_\_\_\_ / Septic Permit # \_\_\_\_\_ Permit Date: \_\_\_\_\_ /Water Tap # \_\_\_\_\_

CAMA Permit required?  Yes  No CAMA Permit # \_\_\_\_\_ CAMA AEC:  Estuarine Shoreline 30'/75' or  Ocean Hazard 60'/155'

**CONTRACTOR INFORMATION:**

Business Name: \_\_\_\_\_

NC G. C. Licensed Contractor \_\_\_\_\_ OR \_\_\_\_\_ Non-Licensed Contractor

Contractor Name: \_\_\_\_\_

License Information:

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

NC G. C. License Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Limitation: \_\_\_\_\_

Business # \_\_\_\_\_ Cell # \_\_\_\_\_

Classification: \_\_\_\_\_

Fax # \_\_\_\_\_ Email \_\_\_\_\_

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 \_\_\_\_\_ ACCESSORY (building/structure)  
\_\_\_\_\_ PIERS/DOCKS \_\_\_\_\_ BULKHEAD \_\_\_\_\_ GOVERNMENT/INSTITUTIONAL  
\_\_\_\_\_ **\*\*COMMERCIAL** \_\_\_\_\_ **\*\*EXISTING USE** \_\_\_\_\_ **\*\*PROPOSED CHANGE OF USE**

**SQUARE FOOTAGE AND/OR DIMENSIONS:** \_\_\_\_\_ GARAGE \_\_\_\_\_ SHED \_\_\_\_\_ SWIMMING POOL  
\_\_\_\_\_ GAZEBO \_\_\_\_\_ DUNE DECK \_\_\_\_\_ FENCE \_\_\_\_\_ RETAINING WALL \_\_\_\_\_ BULKHEAD  
\_\_\_\_\_ PIER/DOCK \_\_\_\_\_ STORAGE ENCLOSURE \_\_\_\_\_ OTHER

**PROPOSED BUILDING AREA:** \_\_\_\_\_ SQ FT - HEATED / LIVING AREAS (NEW SPACE)  
\_\_\_\_\_ SQ FT - NON HEATED AREAS (NEW SPACE)  
\$ \_\_\_\_\_ COST OF REMODELING AND ALTERATIONS 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.



# 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 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 - **Elevator**
- ❖ \_\_\_\_\_ (sf and/or linear ft) Proposed - **Dock, pier, boat lift, bulkhead, retaining wall**
- ❖ Proposed - **Window Make** \_\_\_\_\_ (and) \_\_\_\_\_ **Window Type**