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: www.southernshores-nc.gov
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.

SUB-CONTRACTOR/TRADE WORK

Sub-Contractors are required to obtain a permit or sign off for their trade prior to installation of any plumbing, mechanical, electrical or gas systems. The permit fee is $100 and there is no fee required for a 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**) 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 and post 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 7FT, AE 9FT, VE 12ft, VE 14ft** and **Shaded X.**

The Town of Southern Shores enforces 2ft of freeboard above the BFE and flood depth. The base flood elevation plus the freeboard 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 by viewing the FIRM map displayed in the Planning and Code Enforcement office.

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 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 ext 4.

The majority of the Town is zoned ***RS-1 Single Family Residential***, which is a zoning district that is established to provide for the low-density development of single-family detached dwellings in an environment which preserves sand dunes, coastal forests, wetlands, and other unique natural features of the coastal area.

ZONING REQUIREMENTS FOR RS-1 DISTRICT:

Minimum lot size:	**20,000 square feet**
Minimum lot width:	**100 feet (measured at the building setback line)**
Minimum front yard:	**25 feet**
Minimum side yard:	**Fifteen (15) feet; an additional five (5) foot side yard adjacent to the street is required for a corner lot.**
Minimum rear yard:	**25 feet**
Maximum lot coverage:	**Maximum allowable lot coverage 30%. In the case of an oceanfront lot, only that area landward of the first line of stable natural vegetation (as defined by CAMA) shall be used for calculating lot coverage.**
Height limitation:	**HEIGHT, TOP PLATE; 26 feet (a) below** **HEIGHT, MAXIMUM; 35 feet (b) below** **Height Certification may be required.**
Minimum living space:	**1,000 square feet of enclosed living space.**
Parking Spaces	**Up to 8 person septic capacity - requires minimum of 3 parking spaces** **10 person septic capacity - requires minimum of 4 parking spaces** **12 person septic capacity - requires minimum of 5 parking spaces** **14 person septic capacity - requires minimum of 7 parking spaces** **16 person septic capacity - requires minimum of 9 parking spaces** **18 person septic capacity - requires minimum of 11 parking spaces** **20 person septic capacity - requires minimum of 13 parking spaces** **Parking spaces – minimum dimension 8x18 – Drive aisle minimum 8ft in width – Minimum 10x10 sufficient maneuvering space for a turnaround**

(a) MAXIMUM TOP PLATE - Measured from average of the natural grade elevations or finished grade elevation whichever is lower.

(b) MAXIMUM HEIGHT - Measured from lowest adjacent natural grade elevation or finished grade elevation whichever is lower.

DEVELOPMENT CHECKLIST:

__ **Survey/Site Plans showing**:

- 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'/155' with dated first line of stable natural vegetation (FLSNV), Public Trust/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 the Dare County Environmental Health Dept. stamped approval, if applicable)

- **Engineer/Architect Seal – must be original seal, with signature and date**
- **Elevation Drawings: to scale, labeled, existing and finished grade, BFE, elevation of lowest floor, max height and top plate height**
- Docks, Bulkheads, Piers, Jetties and Retaining Walls require **engineered plans**
- NFIP – Pre and Post Construction V-Zone Certification, if applicable
- Foundation Plan – to scale
- Fence or pool barrier detail - w/ V-Zone breakaway design certified, if applicable
- Wall cross section – to scale

__ **Copy of Lot Disturbance Permit, if applicable**

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

__ **Building Plan Specification Form, if applicable**

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

__ **Lien Agent Information Form, if applicable**

__ **Owner Exemption Affidavit, if applicable**

__ **Building/Floodplain Development Permit Application**

__ **Signed Required/Courtesy Inspection Schedule**

__ **Copy of CAMA Minor/Major Permit, Exemption or General Permit, if applicable**

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

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**

Place completed form with change plan drawings in the CPOA in-box located in the first floor hallway of the Kern Pitts Center - 5377 N Virginia Dare Trl, 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**

Place completed form with change plan drawings in the SSCA in-box located in the first floor hallway of the Kern Pitts Center- 5377 N Virginia Dare Trl, 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

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
www.southernshores-nc.gov

Date: _____

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) X AE VE **CAMA AEC (circle) Estuarine – 30' / 75'** **Ocean Hazard – 60'/155'**

Section 136-171, 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. 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.

(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.

1. **Signature accepting above conditions** _____**(required)**
2. **Attach Site Plan or Survey with**:
   - Proposed corners of the structure with the natural grade (pre-disturbance) elevations.
     (Note: additional spot elevations may be required if proposed building location changes for 35' height limit)
   - 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 of: (Front and Rear yard is 25'. Side yard is 15' [20' feet on corner lot side])
   - CAMA lines—(FLSNV, Ocean Hazard AEC, Public Trust 30' / Estuarine 75' 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 _____

OWNER	CONTRACTOR	NC License#
Address	Address	
Tel:	Tel: Mobile	FAX

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

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.

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

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**

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
www.southernshores-nc.gov

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 above mean sea level (msl)
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 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) IF IN FLOOD ZONE and applicable **Submit FINISHED CONSTRUCTION ELEVATION CERTIFICATE**
   c) Provide **Operation Permit (issued by Dare County Department of Environmental Health)**
   d) Provide **NC Power Permanent Project Number**
   e) All electrical, mechanical and gas appliances hooked up; smoke detectors installed, and plumbing fixtures in place
   f) *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) Final zoning approval received
   b) All required corrections from pre-final inspection of structure pertaining to all applicable NC State Building Codes
   c) Kitchen and bathrooms operational
   d) Driveway, required parking and turnaround surfaced with suitable materials (asphalt, concrete, clay and gravel)
   e) All land disturbance stabilized and any damage to public facilities repaired
   f) Lot and surrounding grounds must be cleared of all construction related debris
   g) House numbers posted on post at street, minimum 3" high, easily seen from both directions
   h) Contractor's sign removed
   i) Temporary Toilet and Trash Bin removed (*Construction bin, if not full, may remain upon written request of homeowner for moving-in trash only)*
   j) 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

---

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

N.C.G.S. § 87-14

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: _____

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

OWNER EXEMPTION AFFIDAVIT

Pursuant to G.S. 87-14 (a) (1), Address and Parcel Identification of Real Property Where Building is to be Constructed or Altered:

_____

I, _____, hereby claim an exemption from licensure under G.S. 87-1(b) (2) by initialing the relevant provision in paragraph 1 and initialing paragraphs 2-4 below and attesting to the following:

1. _____I certify that I am the owner of the property set forth above on which this building is to be Constructed or altered;

   OR

   _____am legally authorized to act on behalf of the firm or corporation which 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 alternation of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina;

3. _____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 Statutes of North Carolina;

4. _____I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that 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 that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.5. 153A-362 or G.S. 160A-422I certify that I am the owner of the property set forth above on which this building is to be Constructed or altered;

5. _____I understand that I must personally occupy the building for at least 12 consecutive months following completion of construction and understand that if I do not do so, it creates the presumption under law that I fraudulently secured the permit under the terms of Article 1 of Chapter 87 of the General Statures of North Carolina.

_____ _____
Signature of Affiant Date

Sworn to (or affirmed) and Subscribed before me
this the ____day of _____, 20_____.
Signature of Notary Public

_____

Printed Name of Notary Public

_____ (Notary Stamp or Seal)

My commission expires:_____

Note: This affidavit is used for construction projects that exceed $30,000. It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law – G.S. 14-209.

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

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

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	

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:

_____