



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.***
