



## TOWN OF SOUTHERN SHORES PLANNING AND CODE ENFORCEMENT

5375 N Virginia Dare Trl, Southern Shores, NC 27949

(252) 261-2394 tel (252) 255-0876 fax

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

### **REMODEL/ALTERATIONS/ADDITIONS (NO CHANGE IN FOOTPRINT) BUILDING PERMIT PACKET FOR POOLS, PIERS, DOCKS, BULKHEADS, RETAINING WALLS, WINDOW REPLACEMENT, SIDING**

This package provides instructions, checklists and forms required to process a Building Permit Application for remodels and alterations, pools, piers, docks, bulkheads, retaining walls, window replacement and siding.

Office hours are 8:30 AM to 5:00 PM, Monday - Friday.

Building Permits are required for Construction of New homes, Additions, Remodeling, Demolition, Pools, Bulkheads, Piers, and for ALL Electrical, Mechanical, Plumbing, and LP Gas work.

#### ***PLEASE READ THIS ENTIRE PACKET.***

A complete Building Permit Application provides all the information necessary for the Code Official to determine that Town and NC State Building Code requirements will be met when the work is completed. Upon receipt of a complete application a Site and Building Plan Review will be conducted. Unmet Code requirements will be noted to the applicant for correction prior to issuance of the permit.

#### ***The proximity of your property to wetlands, surface waters and flooding potential can significantly impact the permit process and development of your property in 3 ways:***

1. If your property is adjacent to water (Ocean, Sound, Creek, Canal) a Coastal Area Management Act (**CAMA**) permit or exemption letter may be required depending upon the proposed development. CAMA has designated Areas of Environmental Concern (AEC) adjacent to all bodies of water. Along the Southern Shores Oceanfront this area extends **155'** from the First Line of Stable Natural Vegetation (FLSNV) landward. Along Currituck Sound (Estuarine) this area extends **75'** landward from the mean high or normal water level. Effective August 1<sup>st</sup>, 2000 a 30' vegetative buffer is required adjacent to all Public Trust (navigable) waters. This may involve notifying your adjacent waterfront property owners of your plans and getting a written response. Oceanfront houses must be at least 60' from the FLSNV (first line of stable natural vegetation). Pilings must extend a minimum of 16' below grade. Soundfront homes must be at least 40' from the shoreline. The application fee for a CAMA Minor development permit is \$100 if the project is within the Ocean or Estuarine/Public Trust AEC and does not qualify for exemption.

2. The Federal Emergency Management Agency (FEMA) has mapped Special Flood Hazard Areas in our community on a Flood Insurance Rate Map (**FIRM**) with Base Flood Elevations (BFE) above mean sea level (msl) determined. The Town of Southern Shores enforces 2' of freeboard above the BFE and flood depth. In other words, in an AE(8) Flood Zone flood resistant materials must be used to an minimum elevation of 10' msl (8' + 2'). Oceanfront lots contain a VE(18) zone where the bottom of the lowest horizontal structural member must be 20' above msl. Lots East of Route 12 (Duck Road) are in an AO (1' depth) zone where ocean overwash is possible. In any location within a flood zone, enclosures below the

lowest habitable floor must have sufficient permanent openings to allow the ingress and egress of floodwaters.

3. 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. **Health Department Permits are required before Building Permits can be issued.** Please call 475-5080 for further information or visit the Satellite Office at 2601 N. Croatan Hwy.

**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 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. A list of Associations and contact persons is included. ***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.***

**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. Fifteen (15) feet for swimming pools
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) HEIGHT, MAXIMUM; 35 feet (b) Height Certification may be required for detached structures.
Minimum living space:	1,000 square feet of enclosed living space.
Maximum Occupancy	7 bedrooms or occupancy of 14 persons (max septic tank 1500 gals)
Parking Spaces	3 parking spaces required for up to 4 bedrooms 4 parking spaces required for 5 or 6 bedrooms 5 parking spaces required for 7 bedrooms. Parking spaces must be separate from drive aisle and sufficient maneuvering space is required to turnaround (no backing into street).

- (a) Measured from average of the natural grade elevations or finished grade elevation whichever is lower.
- (b) Measured from lowest adjacent natural grade elevation or finished grade elevation whichever is lower.

**SUBCONTRACTORS ARE REQUIRED TO SIGN-OFF ON PERMITS FOR THEIR TRADES PRIOR TO INSTALLATION OF ANY PLUMBING, MECHANICAL, GAS OR ELECTRICAL SYSTEMS.**

A subcontractor sign-off form is included in this package and may be faxed to the inspections office. There is no additional permit fee for a Subcontractor permit when a Building Permit has been issued for the entire job.

## REMODEL/ALTERATIONS/ADDITIONS CONSTRUCTION CHECKLIST:

Two (2) Site Plans showing:

- Zoning setbacks of: (Front and Rear yard is 25'. Side yard is 15' [20' feet on corner lot side])
- CAMA lines—(FLSNV, Ocean 60'/155', Public Trust/Estuarine 30'/75' and any 404 Wetlands)
- Proposed septic system approved by Dare County Health Dept. (stamped copy of the survey)
- Proposed driveways, parking, turn around and walkways
- Seal of NC Licensed Professional Surveyor, Engineer, Architect, or other duly authorized person
- The Flood Zone(s) and the Datum date
- Lot acreage existing and proposed lot coverage (**maximum of 30%**)

Two (2) sets of Building Plans (one shall be the Health Dept. stamped copy)

Surety Bond made payable to Town of Southern Shores in the amount of \$5,000.00

Building Plan Spec Checklist

Proof of Workers Compensation or a signed Affidavit

Lien Agent Information Form, if applicable

Residential Building Permit Application

signed Mandatory Inspections

Copy of CAMA PERMIT (if obtained from Elizabeth City office) OR completed CAMA APPLICATION, if applicable

# Building Plan Spec Checklist

## MUST BE COMPLETED AND RETURNED WITH APPLICATION

- ❖ (2) complete sets of building plans showing
- ❖ elevation views from all sides
- ❖ foundation, floor and roof plans and framing members layout (engineered plans may be required)
- ❖ typical wall section showing insulation and high wind zone tie down details
- ❖ building height (ridge height) \_\_\_\_\_
- ❖ top plate height \_\_\_\_\_
- ❖ minimum Design Pressure (DP) rating \_\_\_\_\_
- ❖ Window, Exterior and Garage Door Schedule with egress sizes and DP rating shown

## **Building Specifics** **Circle or fill in blank**

- ❖ Type of foundation \_\_\_\_\_ [pile, block, monolithic slab]
- ❖ Number of bedrooms \_\_\_\_\_ #Occupants) \_\_\_\_\_
- ❖ Number of bathrooms \_\_\_\_\_ Full Half
- ❖ Total heated living area (sf) \_\_\_\_\_
- ❖ Total non-heated area (sf) [garage, storage, open decks, covered decks etc. \_\_\_\_\_
- ❖ inside wall finish \_\_\_\_\_
- ❖ outside wall finish \_\_\_\_\_
- ❖ roof type [asphalt, metal, wood shake] other \_\_\_\_\_
- ❖ insulation type [batt, blown] other \_\_\_\_\_
- ❖ primary heat type [electric or gas] heat pump or other type \_\_\_\_\_
- ❖ A/C type [electric or gas] heat pump or central or other \_\_\_\_\_

**AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE**

**N.C.G.S. § 87-14**

The undersigned applicant for Building Permit # \_\_\_\_\_ being the  
\_\_\_\_\_ Contractor  
\_\_\_\_\_ Owner  
\_\_\_\_\_ Officer/Agent of the Contractor or Owner

Do hereby aver 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: \_\_\_\_\_

# ***LIEN AGENT INFORMATION***

Effective April 1, 2013

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to issue any permit where the project cost is \$30,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence OR the property owner has designated a lien agent and provided the inspections office with the information below:

Name of Lien Agent: \_\_\_\_\_

Mailing address of Agent: c/o North Carolina Online Lien Agent System  
\_\_\_\_\_

Physical address of Agent: 19 W Hargett Street Ste 507

Raleigh NC 27601

Telephone: 888-690-7384 Fax 919-489-5231

Email: support@liensnc.com

QR Code: \_\_\_\_\_

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

The lien agent information form or document printed from the Liens NC ([www.liensnc.com](http://www.liensnc.com)) website can be attached to the building permit application and building permit, for it will include the required information the permit office will need.

For further info: [Nancy.Ferguson@ctt.com](mailto:Nancy.Ferguson@ctt.com) or 800-445-9983



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## RESIDENTIAL BUILDING PERMIT FEES

<b>PLAN REVIEW-LOT DISTURBANCE</b>	<b>\$100</b>
<b>PLAN REVIEW-SINGLE FAMILY NEW COSTRUCTION</b>	<b>\$150</b>
<b>PLAN REVIEW</b>	<b>\$100</b>
<b>RESIDENTIAL NEW CONSTRUCTION/ADDITIONS</b>	0.60 PER SQ FT= CONDITIONED SPACE 0.75 PER SQ FT= ALL OTHERS CONDT. 0.30 PER SQ FT= UNCONDITIONED SPACE 0.35 PER SQ FT= ALL OTHERS UNCOND.
<b>PLUMBING/ELECTRICAL/MECHANICAL SIGN OFFS</b>	<b>\$100</b>
<b>REMODELING, ALTERATIONS TO EXISTING STRUCTURES (NO ADDITIONAL SQ FOOTAGE=NO CHANGE IN FOOTPRINT) INCLUDES SIDING/WINDOW REPLACEMENT</b>	<b>\$10.00 PER \$1,000.00 OF COST</b>
<b>SWIMMING POOLS/TENNIS COURTS</b>	<b>\$125</b>
<b>DEMOLITON</b>	<b>\$100</b>
<b>SIGNS</b>	<b>\$100</b>
<b>BULKHEAD, DOCK, PIER, RETAINING WALLS</b>	<b>\$100</b>
<b>STORAGE SHEDS</b>	<b>\$100</b>
<b>CONTRACTORS LICNSING BOARD FEE (HOMEOWNERS RECOVERY FUND) *ANY RESIDENTIAL WORK BY LIC_GEN CONTRACTOR</b>	<b>\$10</b>
<b>RE-INSPECTION CHARGE</b>	<b>\$100</b>
<b>WORK PROCEEDING WITHOUT NECESSARY INSPECTIONS</b>	<b>½ PERMIT FEE</b>
<b>WORK PROCEEDING WITHOUT NECESSARY PERMITS</b>	<b>DOUBLE PERMIT FEE</b>
<b>HOUSE MOVING OUT OF SOUTHERN SHORES</b>	<b>\$100</b>
<b>HOUSE MOVING WITHIN SOUTHERN SHORES</b>	<b>\$250</b>
<b>HOUSE MOVING TO SOUTHERN SHORES</b>	<b>\$350</b>
<b>CAMA PERMIT-MINOR DEVELOPMENT PERMIT IF THE PROJECT IS WITHIN THE OCEAN OR ESTUARINE AECs AND DOES NOT QUALIFY FOR EXEMPTION</b>	<b>\$100</b>
<b>*MINIMUM PERMIT FEE</b>	<b>\$100</b>



TOWN OF SOUTHERN SHORES

**RESIDENTIAL BUILDING PERMIT APPLICATION**

**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.*

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TOTAL ESTIMATED PROJECT COST: \_\_\_\_\_ Flood Zone \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ PIN \_\_\_\_\_

SUBDIVISION, LOT #, BLOCK #, SEC. #: \_\_\_\_\_

DEVELOPER \_\_\_\_\_ PHONE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Description of work to be done:**

TYPE OF CONSTRUCTION: \_\_\_\_\_ NEW \_\_\_\_\_ EXISTING \_\_\_\_\_ ADDITION \_\_\_\_\_ N/A

EQUIPMENT: \_\_\_\_\_ NEW \_\_\_\_\_ EXISTING \_\_\_\_\_ ADDITION \_\_\_\_\_ N/A

PROPERTY USE: \_\_\_\_\_ SINGLE FAMILY \_\_\_\_\_ TWO FAMILY \_\_\_\_\_ OTHER

BUILDING AREA: \_\_\_\_\_ CONDITIONED SPACE (NEW SPACE)  
 \_\_\_\_\_ UNCONDITIONED SPACE (NEW SPACE)  
 \_\_\_\_\_ REMODELING COST ONLY

BUILDING HEIGHT: \_\_\_\_\_ FEET \_\_\_\_\_ # OF STORIES

UTILITIES APPROVALS: \_\_\_\_\_ WATER \_\_\_\_\_ SEPTIC  
 \_\_\_\_\_ ACCESSORY BUILDING \_\_\_\_\_ SIZE  
 \_\_\_\_\_ FENCE \_\_\_\_\_ SWIMMING POOL \_\_\_\_\_ OTHER

**PERMIT FEES ARE BASED ON SQUARE FOOTAGE OF CONSTRUCTION AND/OR THE REMODELING COST:**

- CONDITIONED SPACE @ \$0.60 PER SQ FT
- UNCONDITIONED SPACE @ \$0.30 PER SQ FT
- REMODELING 2 \$10.00 PER \$1,000.00
- SWIMMING POOLS/SHED/TENNIS COURTS ARE FLAT FEE
- MINIMUM FEE OF PERMIT \$100.00

**FEES FOR THIS PROJECT:**

- SQUARE FOOTAGE \_\_\_\_\_
- OTHER OR FLAT FEE \_\_\_\_\_
- REMODELING \_\_\_\_\_
- HOMEOWNERS RECOVERY \_\_\_\_\_
- PLAN REVIEW \_\_\_\_\_
- TOTAL FEE DUE \_\_\_\_\_

**PLACE X AND COMPLETE ADDITIONAL INFORMATION FOR EACH TRADE TO BE USED.**

\_\_\_\_ GENERAL CONSTRUCTION

CONTRACTOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

LICENSE # AND CLASSIFICATION \_\_\_\_\_

PHONE # \_\_\_\_\_ OFFICE \_\_\_\_\_ MOBILE \_\_\_\_\_

\_\_\_\_ SUBCONTRACTOR SIGN-OFFS \_\_\_\_\_

\_\_\_\_ ELECTRICAL

Licensee Name \_\_\_\_\_ NC License & Classification \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City State & zip \_\_\_\_\_ Estimated Project Cost \_\_\_\_\_

\_\_\_\_ PLUMBING

Licensee Name \_\_\_\_\_ NC License & Classification \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City State & zip \_\_\_\_\_ Estimated Project Cost \_\_\_\_\_

\_\_\_\_ GAS

Licensee Name \_\_\_\_\_ NC License & Classification \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City State & zip \_\_\_\_\_ Estimated Project Cost \_\_\_\_\_

\_\_\_\_ MECHANICAL

Licensee Name \_\_\_\_\_ NC License & Classification \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City State & zip \_\_\_\_\_ Estimated Project Cost \_\_\_\_\_

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specification for the project permitted herein.

Owner/Agent Signature \_\_\_\_\_



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## **MANDATORY INSPECTIONS**

**Please note that not all situations will require all inspections listed below.**

***Call 24 hrs in advance to request inspection.***

***Do not call for an inspection unless you have provided or completed all of the requirements for that request***

**OFFICE OPEN 8:30-5PM MONDAY-FRIDAY**

**Phone 261-2394**

**When requesting an inspection please provide:**

**Property Owner's Name, the Street Address and the Type of Inspection requested**

**1) TEMPORARY POWER POLE INSPECTION**

- a)  Provide Temporary Power Project Number to Inspections Department to schedule an inspection and release the pole for meter installation. Electrical Permit Sign-off is required.

**2) FOUNDATION 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 ground - before scheduling** inspection  **MATERIALS INVOICE** faxed or brought in 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) STRAPPING AND SHEATHING 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, and maximum ridge height above mean sea level (msl)

**4) FRAMING INSPECTION/ROUGH-IN INSPECTION**

- a) Submit **signed permits (SIGN-OFFS) by licensed Sub-Contractors** (Electrical, Plumbing, Mechanical, LP Gas [fuel piping])
- b) All Framing, Bracing, Decks, Porches, and stairways for access to building and upper floors must be installed.
- c) High Wind Zone tie downs and uplift connections (strapping, connectors, threaded rod, etc.) installed and visible.
- d) Inspection deficiencies from Framing Inspection corrected.
- e) 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.
- f) Doors, windows, chimney and fireplace vents must be installed;
- g) All plumbing, electrical, and mechanical work must be roughed-in and uncovered
- h) Insulation Baffles and Fire Caulking installed.

**5) INSULATION 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.

6) **Pools**

- **Pool Bonding Inspection**
- **Pool Deck Slab Inspection**
- **Wet Nitch Inspections**, if required
- For fiberglass pools, “contact with water” bonding

7) **PRE-FINAL INSPECTION**

- a) IF CHANGING THE FOOT PRINT Submit  **“AS-BUILT” SURVEY** with lot coverage calculations, parking plans and set backs on site plan.
- b) IF IN FLOOD ZONE, 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;*

8) **FINAL INSPECTION – CERTIFICATE OF OCCUPANCY(C.O.)**

Final Inspection is made after compliance inspections for all Sub-Contractor trades are completed but before occupancy (no furniture or personal items may be stored in the structure until the C.O. is issued).

- a) All required corrections from pre-final inspection of structure pertaining to all applicable NC State Building Codes;
- b) Kitchen and bathrooms operational
- c) Driveway, required parking and turnaround surfaced with suitable materials (asphalt, concrete, clay and gravel)
- d) All land disturbance stabilized and any damage to public facilities repaired;
- e) Lot and surrounding grounds must be cleared of all construction related debris;
- f) House numbers posted on post at street, minimum 3” high, easily seen from both directions;
- g) Contractor’s sign removed
- h) Temporary Toilet and Trash Bin removed. (*Trash bin, if not full, may remain upon written request of homeowner for moving-in trash only.*)

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.

**North Carolina General Statute 160A-420:** The Building Inspector shall make as many inspections as necessary to determine that work is being done in accordance with all applicable state and local laws, the State Building Code, and the terms of the permit. In exercising this power, members of the inspection department shall have the right to enter on any premises within the jurisdiction of the department at all reasonable hours for the purposes of inspection or other enforcement action.

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**.

I hereby affirm that I have read, understand and received a copy of the above mandatory list of inspections and their requirements for inspection procedures.

---

Applicant / agent

Date

# 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 Lot

**(THESE PRIVATE ASSOCIATIONS ARE NEITHER A PART OF NOR RELATED TO TOWN GOVERNMENT)**

Properties in the Town Southern Shores are subject to private covenants to which property owners are bound and must comply with. 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 255-0575

Place completed form with change plan drawings in the CPOA in-box located in the first floor hallway of the Kern Pitts Center. Blank ARB Application forms can be obtained at [www.cpoaobx.org](http://www.cpoaobx.org) or at the CPOA in-box at the Kern Pitts Center.

Southern Shores Civic Association (SSCA) Phone 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. Blank ARB Application forms can be obtained at [www.sscaobx.org](http://www.sscaobx.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