



TOWN OF SOUTHERN SHORES

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BUILDING PERMIT APPLICATION INSTRUCTIONS FOR SINGLE-FAMILY, DUPLEX, TOWNHOUSE

This package provides instructions, checklists and forms required to process a Single-Family Building Permit Application. Office hours are 8:30 AM to 5:00 PM, Monday - Friday. The office is closed 12:00 to 1:00 PM. 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.

Prior to any Land Disturbance by clearing, grading or placement of fill, and demolition of structures, property owners and contractors are required to meet on-site with a Code Official to complete a Lot Disturbance Permit. The purpose of this meeting is to discuss RS-1 District Zoning restrictions regarding setbacks, building height, potential storm water runoff impacts, possible impacts to adjacent properties and trees to be removed in the Town Right-of-Way. A Survey with proposed new house location and natural grade elevations at the corners of the structure must be submitted. Additional information may be required on surveys depending on location – ***PLEASE READ THIS ENTIRE PACKAGE***. Once the Lot Disturbance Permit is issued, clearing and grading can begin and a Building Permit Application submitted.

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 1st, 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 drainfields. 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)
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 whichever is greater.
- (b) Measured from lowest adjacent natural grade elevation or finished grade whichever is greater.

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.