



## RESIDENTIAL BUILDING PERMIT APPLICATION PACKET

### This packet is to be used for:

Single Family Dwellings  
Modular/Mobile Homes  
Additions  
Alterations/Remodeling  
Decks/Porches  
Garages/Carports  
Sheds/Pole Barns/Gazebos  
Above Ground and In-ground Swimming Pools  
Hot Tubs  
Bulkheads/Piers/Boathouses/Boatliffts  
Beach Accessways

### Included in this packet:

| <u>Information</u>              | <u>Page #</u> | <u>Forms</u>                     | <u>Page #</u> |
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| Staff Contact List              | (2)           | App Instructions/Checklist       | (12-14)       |
| Permit Submittal Information    | (3-6)         | Application                      | (15-18)       |
| Residential Site Plan Example   | (7- 8)        | Statement of Fact by Owner       | (19)          |
| Topographic Plan Submittal FAQ  | (9)           | General Contractor Certification | (20)          |
| Modular/Mobile Home Information | (10)          | Trade Contactor Affidavit        | (21)          |
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Our staff will be happy to assist you with this packet. If you have any questions, please contact our office at 252-232-3378 (Mainland Office) or 252-453-8555 (Corolla Office) between 8:00 a.m. and 5:00 p.m., Monday through Friday or refer our website [www.currituckgovernment.com](http://www.currituckgovernment.com).

## Residential Permits – Staff Contact List

|   |  |   |
|---|--|---|
| <b><u>Permit Officers</u></b>                         | <b><u>Mainland</u></b><br>Debbie LaShomb<br>Glenda Tipton                                    | <b>252-232-3378</b>   |
|   | <b><u>Corolla</u></b><br>Sandy Bradley   | <b>252-453-8555</b><br>Ext. 230   |
| <b><u>Building Inspectors</u></b>                     | <b><u>Mainland</u></b><br>Spencer Castello<br>Jason Corbell<br>Bill Newns<br>Steve Szymanski | <b>252-232-3378</b><br>252-232-6020<br>252-232-6021<br>252-232-6023<br>252-232-6024 |
| <u>Director of Inspections</u>                        |  |   |
| <u>Building Inspectors</u>                            | <b><u>Corolla</u></b><br>Tod Burns   | <b>252-453-8555</b><br>Ext. 232   |
| <b><u>Planning/Zoning Department</u></b>              | <b><u>Mainland</u></b><br>Ben Woody<br>Holly White   | <b>252-232-3055</b><br>252-232-6029<br>252-232-6028                                 |
| <u>Director</u>                                       |  |   |
| <u>Senior Planner</u>                                 |  |   |
| <u>Planners</u>                                       | Tammy Glave<br>Brad Schuler<br>Donna Voliva  | 252-232-6025<br>252-232-6033<br>252-232-6032  |
|   | <b><u>Corolla</u></b><br>Jason Litteral  | <b>252-453-8555</b><br>Ext. 233   |
| <u>Planning Technician</u>                            | Tiffany Sanders  | 252-232-6026  |
| <u>Code Enforcement Officer</u>                       | <b><u>Mainland</u></b><br>Stacey Smith   | <b>252-232-3055</b><br>252-232-6027   |
|   | <b><u>Corolla</u></b><br>Jennie Newbern  | <b>252-453-8555</b><br>Ext. 222   |
| <b><u>Albemarle Regional Health Services</u></b>      |  |   |
| Septic permits (and existing system approval letters) |  | <b>252-232-6603</b>   |
| Well permits  | Angela Rodriguez   | <b>252-232-6604</b>   |
| Food Service approvals                                | Angela Rodriguez   | <b>252-232-6604</b>   |
| <b><u>CAMA (Coastal Area Management)</u></b>          |  |   |
| Mainland Office                                       | Stacey Smith   | <b>252-232-6027</b>   |
| Corolla Office  | Jennie Newbern   | 252-453-8555 Ext. 222   |
| NE District Office-Elizabeth City                     |  | 252-264-3901  |
| <b><u>County Engineer</u></b>                         | Eric Weatherly   | <b>252-232-6035</b>   |
| <b><u>Director of Public Utilities</u></b>            | Pat Irwin  | <b>252-232-6061</b>   |
| <b><u>Fire Marshal</u></b>                            | James Mims   | <b>252-232-6641 Ext. 4024</b>   |
| <b><u>Soil and Water Conservation</u></b>             | Mike Doxey   | <b>252-232-3360</b>   |
| <b><u>Tax Department</u></b>                          |  | <b>252-232-3005</b>   |
| <b><u>Water Department</u></b>                        |  | <b>252-232-2769</b>   |

# **BUILDING PERMIT SUBMITTAL INFORMATION**

## **Residential Construction**

### **When do I need a Building Permit?**

Building permits are required for single family residential construction in Currituck County. Residential construction includes, but is not limited to, the following: single family dwellings (including site built homes, modular and mobile homes), additions, alterations/remodeling, decks, porches, garages, carports, sheds, pole barns, swimming pools (In ground and above ground), hot tubs, bulkheads, piers, beach access ways, and improvements (improvements are those in excess of \$5,000 and/or any work classified as structural/load bearing or involving electrical, plumbing, mechanical, insulation, chimneys, and roofing (other than shingle or covering replacement).

### **The applicant should submit the following information to the Inspection Department when applying for the building permit:**

1. Application: **Submit the original, completed application.** See pages 12-14 for instructions on how to complete the application; see pages 15-18 for the application form. For additional information on the building permit application, please contact a Permit Officer.

Application for a building permit can be made in person at either of the following offices, or mailed to:

#### **Mainland Permits:**

Currituck County  
153 Courthouse Road, Room #117  
Currituck, NC 27929  
Currituck, NC 27929  
(252) 232-3378  
(252) 232-3470 (Fax)

Or

#### **Corolla Permits:**

Currituck County  
1123 Ocean Trail  
P.O. Box 73  
Corolla, NC 27927  
(252) 453-8555  
(252) 453-8300 (Fax)

Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Please allow a minimum of 5 working days to process the permit after the complete application package is submitted.** Once approved, the applicant will be contacted to come in, sign for, and pick up the permit. All outstanding permit fees must be paid at that time; our office currently accepts cash or checks, payable to Currituck County. Approved building permits cannot be mailed (as our current technology is not capable of electronic signature).

### **WORK SHALL NOT BEGIN ON THE PROJECT UNTIL THE PERMIT IS ISSUED & POSTED.**

2. CAMA Permit:

If the proposed project is located on or near the ocean, sound, river, canal, or other navigable waterway, the project may require a Coastal Area Management (CAMA) Permit. If a CAMA permit is required, the building permit application cannot be submitted until the CAMA permit has been processed and issued. **The applicant MUST submit a copy of the issued CAMA permit (or exemption letter) with their building permit application.** Additional information regarding the CAMA permit program may be obtained by contacting a CAMA officer. All water dependent structures (i.e. piers, docks, bulkheads, boatlifts, boat ramps) require a General CAMA permit from the N.E. District Office in Elizabeth City, NC.

3. Site Plan:

**Submit a site plan, drawn as true to scale as possible.** If the site plan is larger than 11" x 17", two (2) copies must be submitted. **A professional survey is required if the lot is 20,000 square feet or smaller, per Chapter 11 of the Unified Development Ordinance, or may be required if unique circumstances exist.** See pages 7 and 8 for the Residential Site Plan example and a list of the required items that must be included on the site plan. For additional information on site plan requirements, please contact the Planning Department.

**Site plans are not required for mobile homes being placed within a Mobile Home Park, but may be required if unique circumstances exist.**

4. Topographic Plan Submittal Information:

**Submit the original, completed form and a topographic plan, if applicable.** In some cases, a Land Disturbance Permit may also be required. See page 23 for the Topographic form. For additional information on topographic plans, see page 9 or contact the Planning Department. For additional information on Land Disturbance Permits applications and permits, contact Mike Doxey with the Soil & Water Conservation Office.

**A topographic form is not required on interior alterations projects.**

5. Pool Barrier Acknowledgement:

**All pool projects (above ground and in-ground) must meet Appendix G barrier requirements. Applicant must submit the original form signed by the property owner.** For additional information on Appendix G Pool Barrier requirements, contact a building inspector or refer to the Currituck County Pools, Spas and Hot Tub Barrier Guide (available in the Inspection Department).

6. Health Department Approval:

A. Septic Systems:

For projects where a new septic system is being installed, **the applicant must submit a copy of the Lot Evaluation (perk test) and a copy of the Construction Improvements Permit (septic permit), issued by Albemarle Regional Health Services (Environmental Health Division).** For information or septic permit applications, please contact Albemarle Regional Health Services (ARHS), 2795 Caratoke Highway, Currituck, NC 27929. (Located in the Governmental Center complex, North of the Historic Courthouse).

When constructing a new dwelling on a property served by a central sewer system or other means, **the applicant must submit a copy of the approved sewer reservation form, issued by the operator of the private system.** For additions, accessory structures, etc., no written approval is required. For additional information, or to obtain a reservation form, please contact the system operator.

For additions and accessory structures (decks, garages, sheds, pole barns, pools, etc.) being located on a property that has an existing septic system, **the applicant must submit a copy of an Existing System Inspection Approval Letter, issued by Albemarle Regional Health Services (Environmental Health Division), approving the location of the new structure in relation to the septic field.** For additional information or to obtain an approval letter, please contact ARHS.

**A septic permit or approval letter is not required for metal carport projects.**

**B. Wells:**

When using a well for drinking water, a well permit must be obtained from Albemarle Regional Health Services (ARHS). **A copy of the well permit and a site plan showing the well's location must be submitted at the time of building permit application.** A well permit may be required for existing wells also. For additional information or well permit applications, please contact ARHS, 2795 Caratoke Hwy, Currituck, NC 27929. (Located in the Governmental Center complex, North of the Historic Courthouse).

**7. Building Plans:**

**Submit two (2) sets of detailed building plans of the proposed structure.** Plans submitted for the Outer Banks must be engineered and 1 set must have an original seal and signature.

The detailed plans shall include, but not be limited to, the following:

- a. Foundation layout (including girder/joist sizes and spacing, if applicable);
- b. Floor plan(s) for all floors (including finished/unfinished rooms above garages);
- c. Front, side and rear elevation views;
- d. Typical detailed wall section;
- e. Design Pressure ratings on all windows, exterior doors and garage doors;
- f. Name, address, and signature of the person responsible for the design of plans;
- g. Plans must bear wind rating (120 mph or greater)

For additional information regarding building plans, please contact a Building Inspector. For information on NC Building Codes, please contact a Building Inspector or go to [www.ncdoi.com](http://www.ncdoi.com).

**7. Contractor Information:**

**The applicant must submit the name, address, phone number and license number of all the contractors who will be completing the proposed project.** All trade permits that apply to the proposed project must also be applied for at the same time as the building permit and paid for at the time the building permit is issued. Those persons authorized to complete the project are:

- a. The owner of the property may act as a general contractor, or may obtain a permit for work to be completed by the owner, provided they meet the requirements of the "Statement of Fact by Owner" (Owner's Affidavit). **The owner must submit an original, completed owner's affidavit at the time of permit application.** See page 19 for the Owner's Affidavit.
- b. A General Contractor applying for a permit must hold the appropriate valid license from the State of North Carolina. **An original, completed "General Contractor Certification as to Status of Licensure" (General Contractor's affidavit) must be submitted at the time of permit application.** See page 20 for the General Contractor Certification form.
- c. An electrical, plumbing, mechanical, and/or gas piping contractor applying for a permit must hold the appropriate valid license from the State of North Carolina. **If not submitted at application, the trade contractor must submit a completed Trade Affidavit prior to the first inspection of his work.** See page 21 for the Trade Affidavit form.
- d. The insulation contractor must obtain a permit, however, a license and Trade Affidavit is not required for this trade.

For additional information on contractor or owner/contractor requirements, please contact a Permit Officer.

8. Modular Home Set Up Affidavit:

When setting up an on-frame or off-frame modular home, **the applicant must submit an original, completed Modular Home Set-Up Affidavit, indicating who will be responsible for the set up of the modular home.** See page 22 for the Modular Home Set-Up Affidavit.

If set up of the modular will be done by a NC licensed General Contractor, **the applicant must also submit an original, completed General Contractor's Certification form.** See page 20 for the General Contractor Certification form. In lieu of the above, the applicant must provide an original \$5,000 surety bond in accordance with N.C.G.S. 143-139.1

If set up of the modular will be done by the owner as owner/contractor, **the applicant must also submit an original, completed Statement of Fact by Owner/Applicant form.** See page 19 for the Statement of Fact by Owner/Applicant form.

For questions on Modular Home Set up Affidavits, Surety Bonds, General Contractor's Certifications, or Owner Statement of Fact forms, please contact a Permit Officer.

9. Mobile Home Moving Permit: **If relocating a mobile home within Currituck County, a Moving Permit must be obtained from the Tax Department and a copy must be submitted with the building permit application.** For additional information on moving permits, please contact the Tax Department. (Located in the Governmental Center complex, N of the Historic Courthouse).

10. Review Fee: **A \$25.00 Review Fee shall be submitted with all Residential Building Permit applications.** Our office currently accepts cash or checks, payable to Currituck County. If the building permit application is denied or withdrawn, the review fee will not be refunded.

**ADDITIONAL INFORMATION:**

Flood Zone Development:

If a single-family dwelling or other structure is to be constructed within a special flood hazard area, it must be elevated at or above the base flood elevation and meet all applicable requirements of the Floodplain Ordinance and Elevation Certificates must be submitted to the Inspection Department. The first certificate will show data based on the building under construction, and a copy must be submitted within twenty-one (21) days of establishment of the first floor, and prior to the rough-in inspection. The second certificate will show data based on finished construction and the original certificate must be submitted prior to scheduling the final inspection.

An addition to an existing single-family dwelling may be subject to the requirements of the Floodplain Ordinance.

If an accessory structure is to be located within a special flood hazard area, the structure may be required to be elevated at or above the base flood elevation, or have venting installed to automatically allow the free flow of floodwater, and be properly anchored to the ground.

NOTE: If your property is located in a VE zone, there may be additional requirements that apply to your project.

If you have questions concerning special flood hazard areas, or the requirements of the Floodplain Ordinance, please contact the Planning Department.

# EXAMPLE

## RESIDENTIAL SITE PLAN

(New Construction and where CAMA Permit is Required)

A residential site plan should be drawn as true to scale as possible; professional surveys are not required unless the lot is 20,000 square feet or smaller (per Chapter 11 of the Unified Development Ordinance.) Contact the Planning Department for additional information on site plan requirements.

The site plan must include the following information:

1. lot/parcel dimensions
2. location of existing physical features (roads, streets, navigable waterways)
3. location and dimensions of the proposed construction and all existing structures
4. setback measurements to all property lines (to be shown from existing structures and proposed structures)
5. driveway location, dimensions and surface material
6. septic tank and well locations(s)
7. location of pool and pool fence

### SETBACKS:

- 20' - front property line\*
- 15' - side property line\*\*
- 25' - rear property line

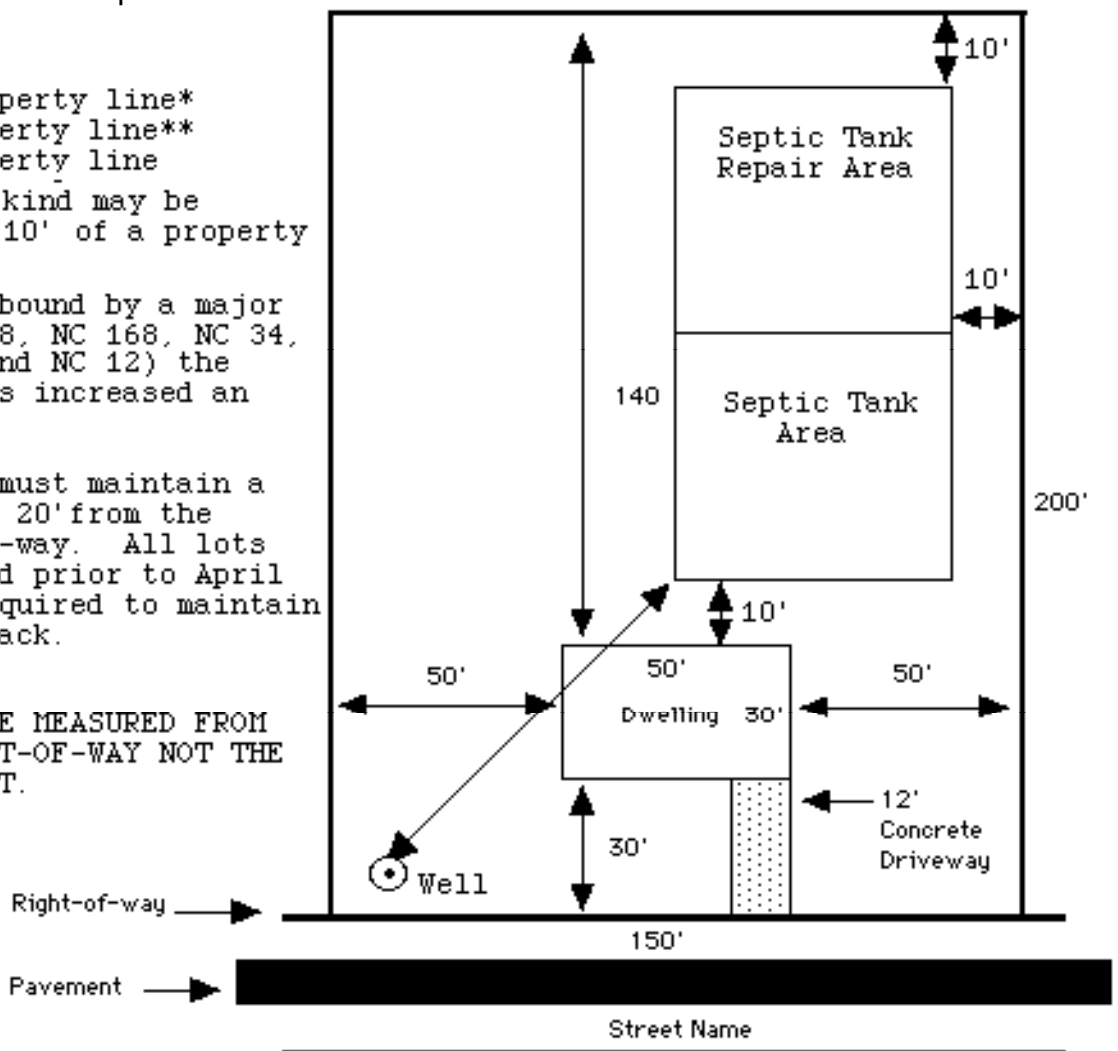
No fill of any kind may be located within 10' of a property line

\*If the lot is bound by a major arterial (US 158, NC 168, NC 34, NC 3, NC 615, and NC 12) the front setback is increased an additional 30'.

\*\*A corner lot must maintain a side setback of 20' from the street right-of-way. All lots legally recorded prior to April 2, 1989, are required to maintain a 10' side setback.

ALL SETBACKS ARE MEASURED FROM THE STREET RIGHT-OF-WAY NOT THE EDGE OF PAVEMENT.

SCALE 1" = 40'



**NOTE: SEE REVERSE SIDE FOR ADDITIONAL SETBACKS**

**NOTES:**

Setbacks within Ocean Sands are as follows:

- 20' - Front property line (except along NC 12 - Ocean Trail)
- 10' - Side property line
- 10' - Rear property line

Typical Sewage Disposal System Setbacks:

- 10' - property lines
- 10' - dwelling(s)
- 100' - water supply source (50' with limitations)
- 10' - water line
- 100' - WS-I streams, S.A. waters
- 50' - other coastal waters, streams, canals, marshes, lakes, ponds
- 25' - groundwater lowering ditches
- 15' - swimming pools

(others listed in 15A NCAC 18A .1950)

## Topographical Plan Submittal Information Frequently Asked Questions

**Q. What is Land Disturbance?**

A. *Land Disturbance is the manipulation of any earthen material that is a part of the lot. This includes but is not limited to filling and grading the lot.*

**Q. What is fill?**

A. *Fill is any material placed or graded on a lot where the material has the effect of increasing the elevation of any portion of the lot.*

**Q. What is adjacent grade?**

A. *Adjacent grade is the highest grade measured within thirty feet from the subject property lines into the adjoining lots.*

**Q. When is a Land Disturbance Permit (LDP) necessary?**

A. *A Land Disturbance Permit is necessary when filling any portion of your lot above adjacent grade as defined above.*

**Q. Under what circumstance may I fill above my adjacent grade?**

A. *A lot shall not be filled or graded higher than the adjacent grades except for the following:*

- *When ARHS determines fill is necessary for a septic system to function properly, the fill area shall be limited to the septic system and drainfield areas and the maximum fill shall not exceed 24 inches.*
- *An additional 12 inches of fill (above the septic system and drainfield fill) may be allowed for the house pad to ensure adequate flow from the building to the septic system.*
- *When fill is required to raise the lot elevation to the base flood elevation.*
- *When fill is essential to meet the required pad elevation as shown on an approved preliminary plat/grading plan.*

**Q. Is fill required by the Environmental Health Department for my septic permit considered land disturbance and is it a factor in determining the need for a Land Disturbance Permit.**

A. *Yes. Even fill required by the Health Department must remain at or lower than adjacent grade or a Land Disturbance Permit is required.*

**Q. Who do I contact to apply for a Land Disturbance Permit?**

A. *Contact Mike Doxey, Soil and Water Conservation, at 252-232-3360.*

**Q. Is fill allowed to be placed up to the property line?**

A. *No. Fill must maintain a 10' setback from all property lines.*

**Error! Objects cannot be created from editing field codes.**

**FEE SCHEDULE FOR THE DEPARTMENT OF INSPECTIONS**  
12-29-05

| <b>PERMIT</b>  | <b>RESIDENTIAL</b>   | <b>NONRESIDENTIAL</b> |
|--|--|-----------------------|
| New construction, addition, deck addition, canopy,<br>(excluding detached storage, garage, or utility building)                  | \$.25/sf   | \$.35 /sf             |
| Detached Storage, Garage   | \$.15/sf   | \$.15/sf              |
| Pre-manufactured metal carport   | No Fee   | No Fee                |
| Alterations  | \$.10/sf   | \$.12/sf              |
| Replace Windows/Doors/Siding >\$5000   | \$ 25  | \$ 25                 |
| Mobile Home and Modular  | \$.10/sf   |                       |
| Electrical   | \$ 50 \$ 25*   | \$ 100 \$50*          |
| Electrical for Swimming Pool   | \$ 25  | \$ 50                 |
| Gas (Propane or Natural)   | \$ 25  | \$ 50                 |
| Insulation   | \$ 50 \$25*  | \$ 100 \$ 50*         |
| Mechanical   | \$ 50 \$ 25*   | \$ 100 \$50*          |
| Plumbing   | \$ 50 \$ 25*   | \$ 100 \$50*          |
| Roofing (excluding shingle replacement)  | \$ 25  | \$ 25                 |
| Roofing (shingle replacement)  | No Permit  | No Permit             |
| Above Ground Swimming Pool or Hot Tub  | \$ 25  | \$ 100                |
| In-ground Swimming Pool  | \$ 50  | \$ 100                |
| Pier, Bulkhead, Dock, Boatlift   | \$ 50  | \$ 50                 |
| Signs:   | Off-premise  | \$ 50 per sign        |
|  | On-premise   | \$ 25 per sign        |
| Demolition   | \$ 25  | \$ 75                 |
| Moving Permit  | \$.20/sf   | \$.20/sf              |
| Tent Permit (for public assembly/fire rating req.)   | \$ 50 per tent   |                       |
| Farm Building  | No Permit  | No Permit             |
| Gas pumps & oil pumps  |  | \$ 50 per pump        |
| Private Schools & Day Care   |  | \$.07/sf              |
| Chimney/Woodstove  | \$ 25  |                       |
| Temporary Office Building  |  | \$ 60                 |
| County, State, Federal, Church   | No fee   | No fee                |
| Towers (height x width)  |  | \$.12/sf              |
| Fire Hydrant Fund  |  | \$ 400                |
| Re-Inspections   | \$ 50  | \$ 50                 |
| Negligence: Penalty- building or work without a permit or<br>occupying bldg without Certif. of Occupancy:                        | \$ 25 minimum or 25% of permit cost,<br>whichever is greater |                       |
| <b>Minimum Permit Fee \$25.00 Review Fee \$25.00 (To be paid at application, balance of fees are due when permit is issued).</b> |  |                       |

AGRICULTURAL MOVEABLE BUILDINGS OCCUPIED FOR FARM PURPOSES SHALL BE EXEMPT FROM THE FEES PRESCRIBED ABOVE.  
\*ALTERATIONS INCLUDE WORK WITHIN EXISTING STRUCTURES AND UPGRADING EXISTING SERVICE AND DO NOT INCLUDE ADDITIONS, NEW CONSTRUCTION, PROVIDING POWER TO STRUCTURES NOT PREVIOUSLY HAVING POWER, OR NEW SERVICE TO EXISTING BUILDINGS.

## **APPLICATION INSTRUCTIONS & SUBMITTAL CHECKLIST**

### **New Dwelling (Site Built, Modular, or Mobile Home)**

Complete all of page 15

Sign and Date page 16

Complete, Sign & Date Contractor Information on page 17

Sign & Date both the Scheduling Inspections & Solid Waste Disposal sections on page 18

In addition to an application, submit the following items. (Please see pages 3 through 6 for details on these items, where to obtain them, and who to contact with questions).

- CAMA Permit, if applicable
- Site Plan or Professional Survey, if applicable
- Topographic Plan Submittal Information form and Topographic Plan, if applicable
- Septic Permit, Sewer Reservation Letter, or Existing Septic System approval letter
- Well Permit, if applicable
- Construction Drawings for dwelling and garages/decks/porches, if applicable
- General Contractor's Certification, if applicable
- Owner's Affidavit, if applicable
- Trade Contractor's Affidavits (Submit at application or prior to Rough-in inspection)
- Modular Home Setup Affidavit (Required for modular permits only)
- Moving Permit, if applicable (Required for mobile home permits only)
- \$25.00 Review Fee

### **Installing or Constructing a Garage, Pole Barn, Shed, Carport or Gazebo**

Complete the top portion of page 15

Complete the section for accessory structures on page 16

Sign and Date page 16

Complete, Sign and Date Contractor Information on page 17

Sign & Date both the Scheduling Inspections & Solid Waste Disposal sections on page 18

In addition to an application, please submit the following items. (See pages 3 through 6 for details on each item, where to obtain them, and who to contact with questions).

- CAMA Permit, if applicable
- Site Plan or Professional Survey, if applicable
- Topographic Plan Submittal Information form and Topographic Plan, if applicable
- Septic Permit or Existing Septic System Approval letter, if applicable
- Construction Drawings
- General Contractor's Certification, if applicable
- Owner's Affidavit, if applicable
- Trade Contractor's Affidavits (Submit at application or prior to 1<sup>st</sup> inspection)
- \$25.00 Review Fee

### **Constructing a Bulkhead, Pier, Boathouse, or Boatlift**

Complete the top portion of page 15

Complete the section for accessory structures on page 16

Sign and Date page 16

Complete, Sign and Date Contractor Information on page 17

Sign & Date both the Scheduling Inspections & Solid Waste Disposal sections on page 18

In addition to an application, please submit the following items. (See pages 3 through 6 for details on each item, where to obtain them, and who to contact with questions).

- CAMA Permit
- Construction Drawings and/or Manufacturer's specifications (for Boatlift)
- General Contractor's Certification, if applicable
- Owner's Affidavit, if applicable
- Trade Contractor's Affidavits (Submit at application or prior to 1<sup>st</sup> inspection)
- Permit Fees (See Fee Schedule)

### **Installing an Above Ground or In-ground Pool or Hot Tub**

Complete the top portion of page 15

Complete the section for pool and hot tub on page 16

Sign and Date page 16

Complete, Sign and Date Contractor Information on page 17

Sign & Date both the Scheduling Inspections & Solid Waste Disposal sections on page 18

In addition to an application, please submit the following items. (See pages 3 through 6 for details on each item, where to obtain them, and who to contact with questions).

- CAMA Permit, if applicable
- Site Plan or Professional Survey, if applicable
- Topographic Plan Submittal Information form and Topographic Plan, if applicable
- Existing Septic System Approval letter, if applicable
- Copy of signed contract required on all projects exceeding \$25,000 (this includes pool, decking, fence, etc.)
- Construction Drawings for wood decks, if applicable
- General Contractor's Certification and Owner's Affidavit, if applicable
- Pool Barrier Acknowledgement (Original signed by Owner)
- Trade Contractor's Affidavits (Submit at application or prior to 1<sup>st</sup> inspection)
- \$25.00 Review Fee

### **Adding an Addition to an existing building**

Complete the top portion of page 15

Complete the section for addition on page 16

Sign and Date page 16

Complete, Sign and Date Contractor Information on page 17

Sign & Date both the Scheduling Inspections & Solid Waste Disposal sections on page 18

In addition to an application, please submit the following items. (See pages 3 through 6 for details on each item, where to obtain them, and who to contact with questions).

- CAMA Permit, if applicable
- Site Plan or Professional Survey, if applicable
- Topographic Plan Submittal Information form and Topographic Plan, if applicable
- Septic Permit or Existing Septic System Approval letter, if applicable
- Construction Drawings
- General Contractor's Certification and Owner's Affidavit, if applicable
- Trade Contractor's Affidavits (Submit at application or prior to 1<sup>st</sup> inspection)
- \$25.00 Review Fee

### **Altering an Existing Building**

Complete the top portion of page 15

Complete the section for alteration on page 16

Sign and Date page 16

Complete, Sign and Date Contractor Information on page 17

Sign & Date both the Scheduling Inspections & Solid Waste Disposal sections on page 18

In addition to an application, please submit the following items. (See pages 3 through 6 for details on each item, where to obtain them, and who to contact with questions).

- CAMA Permit, if applicable
- Site Plan or Professional Survey, if applicable
- Topographic Plan Submittal Information form and Topographic Plan, if applicable
- Septic Permit or Existing Septic System Approval letter, if applicable
- Construction Drawings
- General Contractor's Certification and Owner's Affidavit, if applicable
- Trade Contractor's Affidavits (Submit at application or prior to 1<sup>st</sup> inspection)
- \$25.00 Review Fee

### **Trade Work (Electrical, Gas, Insulation, Mechanical, and/or Plumbing)**

Complete the top portion of page 15

Complete the section for alteration on page 16

Sign and Date page 16

Complete, Sign & Date Contractor Information page 17

Sign & Date both the Scheduling Inspections & Solid Waste Disposal sections on page 18

In addition to an application, please submit the following items. (See pages 3 through 6 for details on each item, where to obtain them, and who to contact for questions).

- CAMA Permit, if applicable
- General Contractor's Certification and Owner's Affidavit, if applicable
- Trade Contractor's Affidavits (Submit at application or prior to 1<sup>st</sup> inspection)
- Permit Fees (see fee schedule)

# CURRITUCK COUNTY BUILDING PERMIT APPLICATION

Date Received \_\_\_\_\_ Permit # \_\_\_\_\_  
 Applicant \_\_\_\_\_ Applicant e-mail \_\_\_\_\_  
 Applicant Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Property Owner \_\_\_\_\_ Owner Phone \_\_\_\_\_  
 Owner's Mailing Address \_\_\_\_\_  
 Site Location \_\_\_\_\_  
 Sub-division \_\_\_\_\_ Tax Parcel ID \_\_\_\_\_  
 Directions to site \_\_\_\_\_

**\*PLEASE COMPLETE ONLY THE SECTION(S) ON PAGE 15 & 16 THAT APPLY TO YOUR PROJECT\***

**NEW DWELLING**

Estimated Total Cost of Project \$ \_\_\_\_\_

Single Family Dwelling # of Stories \_\_\_\_\_ Multi-Family Dwelling \_\_\_\_\_ Town Home \_\_\_\_\_

Mobile Home (single, double, or triple-wide) Year \_\_\_\_\_ Modular (on or off frame) Year \_\_\_\_\_

Serial# \_\_\_\_\_ Dimensions (Box size) Width \_\_\_\_\_ Length \_\_\_\_\_

# of Bedrooms \_\_\_\_\_ # of Baths \_\_\_\_\_ Elevator (Hydraulic / Electric) \_\_\_\_\_

Decks & Porches (front, rear, side / open, covered) Dimensions \_\_\_\_\_

Decks & Porches (front, rear, side / open, covered) Dimensions \_\_\_\_\_

Garage (Y/N) Attached? (Y/N) Room Over Garage? (Y/N) Finished? (Y/N) \_\_\_\_\_ (SF) Use \_\_\_\_\_

Heat Type (heat pump, elec, gas, other) \_\_\_\_\_ A/C (Y / N) Fireplace (Y / N) (Wood, gas) \_\_\_\_\_

Accessory Structure (garage, shed, carport, gazebo) Dimensions \_\_\_\_\_ Hot Tub (Y / N)

Pool Type (above/in-ground) Dimensions \_\_\_\_\_ Pool Decking (concrete, wood) Sq Ft \_\_\_\_\_

**UTILITY INFORMATION**

**Must** complete information below:

Septic: New \_\_\_\_\_ or Existing \_\_\_\_\_

Permit #: \_\_\_\_\_ Issued by \_\_\_\_\_ date \_\_\_\_\_ OR

Approval Letter: Issued by \_\_\_\_\_ date \_\_\_\_\_

Water Type:

County: New \_\_\_\_\_ or Existing \_\_\_\_\_

Well: New \_\_\_\_\_ or Existing \_\_\_\_\_

Permit # \_\_\_\_\_ Issued by \_\_\_\_\_ date \_\_\_\_\_ OR

Approval Letter: Issued by \_\_\_\_\_ date \_\_\_\_\_

**CAMA Permit #** \_\_\_\_\_ (if required)

**Square Footage – Please complete**

Mobile Home \_\_\_\_\_ (SF)

Heated Living 1<sup>st</sup> FL \_\_\_\_\_ (SF)

2<sup>nd</sup> FL \_\_\_\_\_ (SF)

Garage \_\_\_\_\_ (SF)

ROG/FROG \_\_\_\_\_ (SF)

Porch \_\_\_\_\_ (SF)

Deck \_\_\_\_\_ (SF)

Shed \_\_\_\_\_ (SF)

Other \_\_\_\_\_ (SF)

**TOTAL** \_\_\_\_\_ (SF)

**ACCESSORY STRUCTURE(S)**

**Complete this section if you are building a:**

Estimated Cost \$ \_\_\_\_\_

Det. Garage (Dimensions) \_\_\_\_\_ Shed (Dimensions) \_\_\_\_\_

Carport (metal, wood) (Dimensions) \_\_\_\_\_ Gazebo (Dimensions) \_\_\_\_\_

Bulkhead \_\_\_\_\_ Pier \_\_\_\_\_ Boat House/Boatlift \_\_\_\_\_ CAMA Permit # \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_

**POOL & HOT TUB**

**Complete this section if you are installing a:**

Estimated Cost \$ \_\_\_\_\_

Pool \_\_\_\_\_ (In or Above Ground) Dimensions \_\_\_\_\_

Pool Decking (Concrete or Wood) Sq Ft \_\_\_\_\_

Hot Tub \_\_\_\_\_ (existing slab or wood deck) or (new slab or wood deck) Dimensions \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_

**ADDITION**

**Complete this section if you are building an:**

Estimated Cost \$ \_\_\_\_\_

Addition (Dimensions) \_\_\_\_\_ Addition will include: # of new Bedrooms \_\_\_\_\_

# of new Bathrooms \_\_\_\_\_ Heat (install new OR tie into existing?) \_\_\_\_\_

Deck or Porch (front, rear, side / open, covered) (Dimensions) \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_

**ALTERATION**

**Complete this section if you are altering existing:**

Estimated Cost \$ \_\_\_\_\_

Square footage (description of work) \_\_\_\_\_

\_\_\_\_\_

Demolition (description of work) \_\_\_\_\_

\_\_\_\_\_

Electric (description of work) \_\_\_\_\_

\_\_\_\_\_

Gas (description of work) \_\_\_\_\_

\_\_\_\_\_

Insulation (description of work) \_\_\_\_\_

\_\_\_\_\_

Mechanical (description of work) \_\_\_\_\_

\_\_\_\_\_

Plumbing (description of work) \_\_\_\_\_

\_\_\_\_\_

By signing this application, I hereby affirm that all information is true and accurate to the best of my knowledge.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

## CONTRACTOR INFORMATION

All information in this section must be complete at time of submission.

Please list ALL contractors involved with this project, including owner.

|                                      |                               |
|--------------------------------------|-------------------------------|
| Building Contractor (Name) _____     | NC License # _____            |
| (Address) _____                      | Phone # _____                 |
| (Address) _____                      | Contact Name _____            |
| Electrical Contractor (Name) _____   | NC License # _____            |
| (Address) _____                      | Phone # _____                 |
| (Address) _____                      | Contact Name _____            |
| Gas Contractor (Name) _____          | NC License # _____            |
| (Address) _____                      | Phone # _____                 |
| (Address) _____                      | Contact Name _____            |
| Insulation Contractor (Name) _____   | NC License #     Not Required |
| (Address) _____                      | Phone # _____                 |
| (Address) _____                      | Contact Name _____            |
| Mechanical Contractor (Name) _____   | NC License # _____            |
| (Address) _____                      | Phone # _____                 |
| (Address) _____                      | Contact Name _____            |
| Plumbing Contractor (Name) _____     | NC License # _____            |
| (Address) _____                      | Phone # _____                 |
| (Address) _____                      | Contact Name _____            |
| Set Up Contractor (Name) _____       | NC License # _____            |
| (Address) _____                      | Phone # _____                 |
| (Address) _____                      | Contact Name _____            |
| Moving Contractor (Name) _____       | NC License # _____            |
| (Address) _____                      | Phone # _____                 |
| (Address) _____                      | Contact Name _____            |
| Pool/Hot Tub Contractor (Name) _____ | NC License # _____            |
| (Address) _____                      | Phone # _____                 |
| (Address) _____                      | Contact Name _____            |
| Other Contractor (Name) _____        | NC License # _____            |
| _____ (Address) _____                | Phone # _____                 |
| List Type ↑ (Address) _____          | Contact Name _____            |

By signing this application, I hereby affirm that all information is true and accurate to the best of my knowledge.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**SCHEDULING INSPECTIONS**

According to the North Carolina State Building Code, Volume VII Section 112, it is the responsibility of the permit holder or his agent to call for inspections. GS 153 A – 363 states that it is a class 1 misdemeanor to occupy any portion of a building that has not had a final inspection. This includes, but is not limited to, the use of HVAC systems, electrical work, pools, hot tubs, decks, sun rooms, et cetera.

In the past, our staff has had to pursue contractors and home owners in order to schedule final inspections. This will no longer be the policy of this department. If you pull the permit, it will be your responsibility to call for the required inspections, as well as the final inspection.

**CONTRACTORS, DO NOT ASK THE HOME OWNER TO SET UP THIS INSPECTION. IT IS YOUR RESPONSIBILITY.** If the contractor does not call for the final inspection, the appropriate licensing board will be notified.

***I have read and understand the statement above and by signing below agree to comply.***

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SOLID WASTE DISPOSAL**

I, the undersigned, hereby state that I have been made aware of the Currituck County Solid Waste Ordinance and the North Carolina Air Quality Regulations (in regards to open burning), have been given notice regarding construction and demolition waste disposal. I agree that Construction and or demolition waste will not be disposed of in violation of the County Ordinance And North Carolina Air Quality Regulations, such as at road side and private property or Commercial dumpster sites, and that it will not be burned. I understand and agree that amounts over five hundred (500) pounds and all commercially generated debris must be disposed of at the Currituck County Transfer Station located in Maple, North Carolina on Airport Road.

I am aware that violation of the solid waste ordinance is punishable by a fine of up to (\$500.00) FIVE HUNDRED DOLLARS per day, and or imprisonment for up to (30) THIRTY days. A violation of the North Carolina Air Quality Regulations is punishable by a fine of up to (\$10,000) TEN THOUSAND DOLLARS. I am aware that Currituck County will strictly enforce the Solid Waste Ordinance and Air Quality Regulation.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

## Currituck County Statement of Fact by Owner

**I understand that I am signing this document under oath. I certify that I am making a truthful statement of fact.**

1. I have entered into a construction contract where the cost of the undertaking exceeds \$30,000; *EXCEPT WHEN THIS FORM IS USED SOLELY FOR AN OWNER INSTALLING ELECTRICAL, MECHANICAL OR PLUMBING WHEN PERMITTED UNDER NORTH CAROLINA STATE CODE.*
2. I certify that I am not allowing an unlicensed General Contractor to perform the duties of a General Contractor, which, I understand, includes construction superintending and managing in addition to among other things, signing written contracts.
3. I understand that I alone shall act as the General Contractor for all phases of construction. In addition, I understand that I must schedule every inspection.
4. I will comply with all provisions of the North Carolina Building Codes and the Currituck County Unified Development Ordinance pertinent to the building.
5. I intend to retain the finished project exclusively for my own use.
6. I am not building a "speculation" project with the intention of selling the project once it is completed. I understand that building a "spec" project without proper licensure is violation of G.S. 87-1 & G.S. 87 – 13; this may be a criminal offense.
7. I will occupy the property for at least one year following completion of construction.
8. I understand G.S. Section 87 -15.5, the "HOMEOWNERS RECOVERY FUND", no homeowner acting as a General Contractor has any right of recovery.
9. I certify either that I am not required by law to carry such coverage or that I will agree to submit certificates of insurance coverage upon demand by the Director of Inspections. I understand that I am responsible for ascertaining whether I am obligated by law to obtain workers' compensation insurance and to assure that our insurance coverage is adequate; I have made all reasonable inquires of the appropriate authorities and, or sought private legal counsel to assure that I am providing all workers compensation coverage required by law.
10. I shall comply with all county, state & federal laws in regard to social security, workers' compensation, privilege license & all other requirements where applicable.
11. I will contract with North Carolina licensed and bonded electrical, plumbing, mechanical and gas contractors for the project or:

\_\_\_\_\_ I will do my own electrical work unless otherwise noted.

\_\_\_\_\_ I will do my own plumbing work unless otherwise noted.

\_\_\_\_\_ I will do my own mechanical work unless otherwise noted.

\_\_\_\_\_ I will do my own gas work unless otherwise noted

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

### **Project Information:**

Property Owner: \_\_\_\_\_

Location of Job: \_\_\_\_\_

**Currituck County**  
**General Contractor Certification as to Status of Licensure**  
*(Must be signed by License holder or additional qualifier only)*

I understand that I am signing this document under oath; I certify that I am making a truthful statement. I have read G.S. Sections 87.1 & 87.14 as amended 07/06/1992. I have entered into a construction contract where the cost of the undertaking meets or exceeds \$30,000.00; the contract, whether written or oral, is in the exact name as listed with the North Carolina Licensing Board for General Contractors. I am not in a partnership (including any "joint venture" {unless in compliance with 21 N.C.A.C.12, 0207}) with any unlicensed entity. I certify that I am presently licensed under number \_\_\_\_\_ and the name of \_\_\_\_\_ . My license is active and in good standing. I have filed all necessary renewal forms with the North Carolina Licensing Board of General Contractors. I am not presently under any disciplinary order issued by the North Carolina Licensing Board for General Contractors which disqualifies me for a building permit.

I certify to this Building Inspections Department that I have paid License tax(es) as required by the N.C. Department of Revenue; I have in effect all required workers' compensation insurance coverage. I agree to submit certificates of insurance coverage upon request of the Director of Inspections. I understand that I am responsible for ascertaining whether I am obligated by law to obtain workers' compensation insurance & to assure that our insurance coverage is adequate; I have made all reasonable inquiries of the appropriate authorities and, or sought private legal counsel to assure that I am providing all workers' compensation coverage required by law.

I understand that a licensed General Contractor must pay a \$10.00 fee upon applying for a residential permit pursuant to G.S. 87.15.5 "Homeowner's Recovery Fund" Act of North Carolina, \$9.00 of which the permitting official shall forward to the North Carolina Licensing Board for General Contractors.

I understand that the unlicensed practice of General Contracting is a criminal offense under G.S. Section 87.13 & that I may be sued by the North Carolina Licensing Board for General Contractors for an injunction if I practice without a license as required by law. I also understand that, under North Carolina case law, an unlicensed practitioner may be barred from recovery of any civil damages if the job owner refuses to pay me.

I have been informed that any authority issuing a building permit to an unlicensed contractor where a license is required may be found guilty of a misdemeanor and I certify that this Department may rely on my statement as a truthful statement regarding the status of my license.

Signature of General Contractor \_\_\_\_\_ Date \_\_\_\_\_

**Contractor Information:**

Genl Contr Name \_\_\_\_\_  
Business Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
\_\_\_\_\_  
Business Phone \_\_\_\_\_

**Project Information:**

Property Owner \_\_\_\_\_  
Location of Job \_\_\_\_\_  
Contract Cost \_\_\_\_\_

**MAINLAND OFFICE**

153 Courthouse Road  
P.O. Box 70  
Currituck, NC 27929  
Phone: 252-232-3378  
Fax: 252-232-3470



**COROLLA OFFICE**

1123 Ocean Trail  
P.O. Box 73  
Corolla, NC 27927  
Phone: 252-453-8555  
Fax: 252-453-8300

**CURRITUCK COUNTY INSPECTIONS DEPARTMENT**  
Trade Contractor Affidavit

- Please complete **all** information below
- Submit signed affidavit at permit application OR **prior** to first inspection of trade work
- Please fax or bring to permit office(s) noted above
- **MUST** be signed by Licensed Contractor

Electrical       Gas       Mechanical       Plumbing

Contractor Information

Business Name: \_\_\_\_\_  
 Name of Trade Contractor: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ (    ) \_\_\_\_\_

License Information

NC State License #: \_\_\_\_\_  
 License Classification: \_\_\_\_\_  
 License Expiration Date: \_\_\_\_\_

Project Information

Property Owner: \_\_\_\_\_  
 Job Location: \_\_\_\_\_  
 Building Permit #: \_\_\_\_\_  
 Cost of Trade Work: \_\_\_\_\_ \$

I hereby affirm or swear that I am licensed and qualified to assume all responsibility and liability as a contractor on this project. **If I resign or am no longer affiliated with this project, I will notify the local permit office immediately by phone or in person AND in writing within three (3) working days.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## MODULAR HOME SETUP AFFIDAVIT

Please check the appropriate line, provide the requested information, and sign/date below.

I propose to set-up a properly labeled modular building at: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ I am using a North Carolina licensed general contractor, whose license number is: \_\_\_\_\_  
I have enclosed the required, original, signed General Contractor's affidavit.

\_\_\_\_ I am not using a North Carolina licensed general contractor. Instead, I am providing to the local inspection jurisdiction a \$5,000 surety bond in accordance with N.C.G.S. 143-139.1. I have enclosed the required, original, sealed surety bond.

\_\_\_\_ I am the owner of the proposed modular building. It is my intention to act as my own general contractor for setting up the proposed building. I understand that problems which may arise due to set-up of the building, such as inaccurate or insufficient foundation, improper or inadequate marriage line connections, improper plumbing, mechanical, or electrical connections between the units, etc. will be solely my responsibility, and I will be left with no recourse and must assume total liability for correction of the problems. I personally have a thorough knowledge of the requirements of the NC State Building Code with regard to setting up modular buildings.

Applicant/Owner \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Currituck County

## Topographic Plan Submittal Information

### Applicant Information:

Owner(s): \_\_\_\_\_  
Owner Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Applicant: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Project Information:

Project Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
(Obtain from GIS at 252-232-2034)  
Parcel ID Number: \_\_\_\_\_

I, \_\_\_\_\_ (owner/applicant) do hereby certify that I:

#### 1. Topographic Plan Certification:

- will be changing the natural contour of the property where soil has either been relocated on the property or hauled to the site. The change(s) in natural grade should be indicated in one-foot contour lines. **Topographic plan submittal is required.**  
**LOCATION OF FILL (Indicate on Site Plan) \_\_\_\_\_ AMOUNT OF FILL \_\_\_\_\_**
- will not be changing the natural contour of the property where soil has either been relocated on the property or hauled to the site. **No topographic plan submittal is required.**

**Please sign the statement below.**

#### 2. Adjacent Grade Statement:

- will be grading and/or filling the described lot above the highest adjacent grades of adjoining lots when measured within thirty feet from the subject property lines into the adjoining lots. **Land Disturbance Permit is required. Applicant must complete Land Disturbance Permit Application with Mike Doxey of the Soil and Water Conservation Office (252-232-3360)**
- will not be grading and/or filling the described lot above the highest adjacent grades of the adjoining lots when measured within thirty feet from the subject property lines into the adjoining lots.

3. I will develop the property in accordance with the approved plans which will be constructed or maintained so that surface waters from such development are not unreasonably collected and channeled onto lower adjacent properties at such locations or at such volumes as to cause substantial damage to such lower adjacent properties. In addition, the development will be constructed or maintained so that it will not unreasonably impede the natural flow of water from higher adjacent properties across such development, thereby unreasonably causing substantial damage to such higher adjacent properties.

Date: \_\_\_\_\_ Owner/Agent: \_\_\_\_\_



## Pool/Hot Tub Barrier Acknowledgement

I, \_\_\_\_\_ have received the **Currituck County Pools, Spas and Hot Tub Barrier Guide**, including Appendix G of the NC Residential Building Code. I understand that the pool/hot tub permit will not receive a final inspection until a barrier that is in compliance with this guide is installed. I further understand that use of this pool/hot tub is prohibited until a final inspection is made and a Certificate of Compliance is issued. Violation of this regulation may result in penalties being assessed for each day the violation exists.

**Owner Name:** (Please print): \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_