



Residential Building Permit Application Review Process

Contact Information

Currituck County
Planning and Community Development
Central Permitting Division

Mainland Office
153 Courthouse Road, Suite G107
Currituck, NC 27929

Mainland Phone: 252.232.3378
Email: CCIML@currituckcountync.gov

Corolla Office
1123 Ocean Trail
PO Box 73
Corolla, NC 27927

Corolla Phone: 252.453.8555
Email: CCIOBX@currituckcountync.gov

Website: www.currituckinspections.com

Step 1 Application Submittal

The applicant must submit a complete application packet. A complete application packet consists of the following:

- Completed Currituck County Residential Building Permit Application.
- Permit Fees(s) (at permit issuance)
- Construction Plans
- Site Plan
- Minor Stormwater Plan and Form SW-001, if required
- Septic/Sewer Approval (wastewater permit, existing system inspection, or wastewater reservation)
- Well Permit, if required
- CAMA Permit, if required
- V Flood Zone certificate, if required
- Appointment of Lien Agent, if required
- Submittal Checklist

Step 2 Permit Review

The county staff will review the application for completeness and code compliance. Once all requirements are met and permit fees are paid the permit will be issued. The permit fee will be determined at application submittal. Approved permits must be signed by the owner or applicant.

Step 3 Posting of Permit and Plans

Building permits must be posted at the construction site and clearly visible from the road. One set of approved construction plans must be on the jobsite for all inspections.

Step 4 Inspections

Inspections must be scheduled by 3:00 pm the day before the requested inspection. Inspections are performed between 8:00 am and 5:00 pm, Monday through Friday. The required inspections will vary for each project; please review the Inspection Handbook for inspection types.



Residential Building Permit Application

Application Form

Contact Information

APPLICANT: _____
 Telephone: _____
 Mobile: _____
 E-Mail Address: _____

PROPERTY OWNER: _____
 Telephone: _____
 Mobile: _____
 E-Mail Address: _____

Project Information

Estimated Project Cost: \$ _____

Physical Street Address: _____
 Parcel Identification Number(s): _____ Subdivision: _____

| | | | |
|---------------------------------------|--|--|---------------------------------------|
| Project Classification | <input type="checkbox"/> Single Family | <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Trade Permit |
| | <input type="checkbox"/> Addition | <input type="checkbox"/> Alterations | <input type="checkbox"/> OTHER: |
| Additional Project Information | <input type="checkbox"/> Pool | <input type="checkbox"/> Elevator | Bedrooms _____ |
| | <input type="checkbox"/> Hot Tub | <input type="checkbox"/> Pier/Bulkhead | Bathrooms _____ |

Description of Work:

Type of HVAC system: (heat pump, elec., gas, other) _____

Does this project include installation of a gas line, appliance, or equipment? Yes No

Is this project outside of the existing footprint? Yes No

Is this project within 75 feet of a waterway? Yes No

Is the ROG finished? Yes No

Will the natural contour of the property be modified by grading or filling higher than adjacent grades? Yes No
 (If yes, stormwater plan required for development).

| Square Footage | |
|----------------------------------|--|
| Heated Living 1 st fl | |
| 2 nd fl | |
| 3 rd fl | |
| Garage/Shed | |
| ROG/FROG | |
| Porch | |
| Deck | |
| Misc. | |
| TOTAL | |

The permit is null and void if work or construction authorized under this permit is not commenced within 6 months, after commencement of work no required inspection is requested and approved within any 12-month period, or for substantial deviations from plans. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of the permit does not presume to give authority to violate other state or local laws regulating construction or the performance of construction.

Printed Full Name of Applicant _____ Signature of Applicant _____ Date _____

OFFICIAL USE ONLY:

Building Permit Number _____ Type of Water: _____
 CAMA Number _____ Septic Permit Number: _____
 Zoning of Property: _____ Flood Zone: _____ BFE: _____ DFE: _____ Max % Coverage: _____
 Min Setbacks: Front _____ Side (R) _____ Side (L) _____ Rear _____ Accessory _____

Contractor of Record

| | | |
|-------------------------|--|--|
| Building Contractor | Name _____ Address _____ City/St _____ | NC License # _____ Phone _____ Email Address _____ |
| Electrical Contractor | Name _____ Address _____ City/St _____ | NC License # _____ Phone _____ Email Address _____ |
| Mechanical Contractor | Name _____ Address _____ City/St _____ | NC License # _____ Phone _____ Email Address _____ |
| Plumbing Contractor | Name _____ Address _____ City/St _____ | NC License # _____ Phone _____ Email Address _____ |
| Insulation Contractor | Name _____ Address _____ City/St _____ | NC License # <u>Not Required</u> Phone _____ Email Address _____ |
| Gas Contractor | Name _____ Address _____ City/St _____ | NC License # _____ Phone _____ Email Address _____ |
| Moving Contractor | Name _____ Address _____ City/St _____ | NC License # _____ Phone _____ Email Address _____ |
| Pool/Hot Tub Contractor | Name _____ Address _____ City/St _____ | NC License # _____ Phone _____ Email Address _____ |
| Other Contractor | Name _____ Address _____ City/St _____ | NC License # _____ Phone _____ Email Address _____ |

OWNER CONTRACTOR

As owner of the property, I intend to retain the finished project exclusively for my own use and will occupy the property for at least one year following the completion of construction. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary. I will contract with a North Carolina licensed electrical, plumbing, mechanical, and gas contractor for this project unless otherwise noted. As owner of the property, I will complete the following:

- General
 Electrical
 Mechanical
 Plumbing
 Gas

Signature of Property Owner

Date



Contractor Affidavit

Licensed Trade Permit Application

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

| | | | | |
|-----------|---------------|------------------|----------|-----|
| General | Electrical | Mechanical | Plumbing | Gas |
| Sprinkler | Refrigeration | Fire Suppression | | |

Contractor Information

License Holder: _____
 Name of Business: _____
 Business Address: _____
 Phone: _____
 Email: _____

License Information

NC License Number: _____
 License Classification: _____

Project Information

Project Address: _____
 Application Reference Number: _____
 Cost of Trade Work: \$ _____
 Site Supervisor: _____

Scope Of Work

I am licensed and qualified to assume all responsibility and ability as a contractor on this project. If I resign or am no longer affiliated with this project, I will notify the Currituck County Central Permitting Division in writing within three working days. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary.

 Signature of License Holder

 Date

Owner Exemption Affidavit

Pursuant to North Carolina General Statutes 87-1 (a)(1)

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

OWNER EXEMPTION AFFIDAVIT
PURSUANT TO GS 87-1(a)(1)

Property Address: _____

Parcel ID#: _____

I, _____ hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the statements below I am attesting to the following:

____ I certify that I am the owner of the property set forth above on which this building is to be constructed or altered.

OR

____ I 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): _____.

- ____ 1. I will personally superintend and manage all aspects of the construction or alteration 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.
- ____ 2. 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.
- ____ 3. 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.S. 160D-1115.
- ____ 4. I understand that by excuting this licensing exemption AFFIDAVIT pursuant to G.S.87-1(b)(2) I am required by law to occupy the building for which the licensing exemption is granted for tweleve months after the date of Certificate of Compliance issuance, during which time it may not be offered for rent, lease or sale.

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

My commission expires: _____

(Notary Stamp or Seal)

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.

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 provide 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.

Submittal Checklist

| Residential Building Permit Submittal Checklist | |
|---|--|
| Applications/Forms/Permits | |
| 1 | Residential Building Permit Application Form |
| 2 | Wastewater approval or permit |
| | New Septic: Construction improvements permit (ARHS) |
| | Existing Septic: Existing system inspection (ARHS) |
| | Central Sewer: Sewer reservation form (operator of central system) |
| 3 | Well Permit, if required (ARHS) |
| 4 | Contractor of Record Form |
| 5 | Contractor, Trades, and/or owner affidavit(s) |
| 6 | CAMA permit, if required |
| 7 | V-Zone Certificate, if development is located in VE flood zone |
| 8 | Appointment of Lien Agent, if required (www.liensnc.com) |
| 9 | Minor Stormwater Plan Form SW-001, if required |
| Plans | |
| 10 | One complete set of detailed building plans (PDF format or maximum 11"x17" paper set) |
| | Name, address, and signature of plan designer |
| | Foundation Plan (sizes and spacing): |
| | Flood vent openings (SFHA only) |
| | Floor plan |
| | Building elevations |
| | Typical wall sections (sizes and spacing) |
| | Design pressure rating |
| | Wind ratings (130mph wind zone) |
| 11 | Site plan (if lot is 20,000 square feet or smaller the site plan must be prepared by a professional such as a licensed surveyor, engineer, or architect) |
| | Lot/parcel dimensions |
| | Location of existing physical features (roads, streets, navigable waterways) |
| | Location and dimensions of the proposed construction and existing structures |
| | Setback measurements to all property lines |
| | Septic system, repair area, and well locations |
| | Proposed fill or grade changes |
| 12 | Minor Stormwater Plan, if required |
| Flood Damage Prevention, if Applicable | |
| 13 | Boundary of the Special Flood Hazard Area (SFHA), Floodway, Coastal Barrier Resource System (CBRS) Area, water course relocation, or a statement that the entire lot is within a specific SFHA |
| 14 | Proposed elevation of all structures and utility systems |
| 15 | Plans for non-structural fill (if being utilized in V zone) |
| Fees | |
| 16 | Permit fees to be paid at permit issuance |