



## The Town of Sunset Beach

700 Sunset Blvd North ♦ Sunset Beach ♦ NC ♦ 28468

Phone (910) 579-0075 or (910) 579-0068 ♦ Fax (910) 579-1840

### BUILDING INSPECTIONS POLICY

- Refer to the building permit number when making an inspection request. Call a day ahead of time before 4:00 pm for a next day inspection.
- Inspections will be completed the next day after being scheduled. Contractors will be notified by the Inspections Department if an inspection will not be done.
- A re-inspection fee of \$75.00 will be charged when an inspection fails for the same violation on the second trip out.
- Green permit cards must be posted so that they are visible from the street, protected from the weather, and accessible to the building inspector.

**The following documents must be in file prior to a Final Certificate of Occupancy for new construction for structures not located in a flood zone:**

- Notarized roof sheathing letter.
- Notarized piling depth letter.
- Original foundation survey, (required 10 days after a foundation inspection).
- Final As Built Survey.
- Engineer sign off for stormwater installation if applicable.
- Brunswick County approval for the installation of a septic system in area's still on septic system.

**The following documents must be in file prior to a Final Certificate of Occupancy for new construction for structures located in a flood zone:**

- Notarize roof sheathing letter.
- Notarized piling depth letter
- Original foundation survey, (required 10 days after a foundation inspection).
- Final As Built Survey.
- Engineer sign of for stormwater installation if applicable.
- Brunswick County approval for the installation of a septic system in area's still on septic system.
- Finished Construction Elevation Certificate
- Final V Zone Certification (if property is located in a V Zone)

**No furniture or other items may be moved into the structure without permission from the Building Inspector prior to a Final Certificate of Occupancy inspection.**