



## The Town of Sunset Beach

700 Sunset Boulevard North ♦ Sunset Beach ♦ NC ♦ 28468

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### **Residential Permit Application Packet and Checklist for Submitting Plans for a New Single Family Residence.**

This checklist is a general list of what may be required, each building project is unique, and some variations may apply that are not listed here.

- Residential Permit Application.** Applications and Forms are required to be filled out entirely so as to not cause a delay in processing the application. Bolded applications on this sheet are found on the website or available in the Inspections Department.
- Two full sets of building plans (see page two for what is required on the plans).
- Fill and Grade Worksheet.**
- Storm Water Worksheet.**  
If there is any activity which disturbs land within 30' of a stream or other natural waterway or any filling or excavating of a parcel which results in a change of land surface of 4" or more then a Brunswick County storm water permit is required prior to obtaining a building permit.
- Affidavit of Workman's Compensation;** along with a copy of Workman's Compensation Insurance and/or **Owner Exemption Affidavit.**
- Property Survey done by a NC professional land surveyor.
- Copy of Authorization for Wastewater Construction Permit for septic tank installation from Brunswick County Environmental Health Department. If system is a lift system or a peat system, an Operations Permit will be required. These documents are needed if the property is not located in the Public Sewer Service Area.
- Receipt of tap fees paid for water and sewer from Brunswick County Public Utilities Department.
- If the property is in a floodplain – complete the **Floodplain Application** for AE or V zones. Provide an Elevation Certificate based on construction drawings-if in a VE Zone provide a V-Zone Certificate with engineered plans.
- If Applicable other permits may need to be obtained for: Coastal Area Management (CAMA), Army Corps of Engineers if there are 404 Wetlands, or Archaeological Site Review.

## **Information on Building Plans to Include:**

- 130 MPH Wind Design
- Elevations (provide highest peak of roof from finished grade measured from the front of the structure)
- Floor plan
- Floor system
- Footings
- Foundation
- Insulation
- Plumbing, Mechanical, and Electrical.
- Roof System (truss or stick built)
- Structural Components
- Wall Covering
- Wall Section
- Windows (DP rating, size, tempered)

\*\* In the mechanical section of the application-provide the number of HVAC system(s), BTU's, and size of KW/heat strips.

\*\* In the electrical section of the application-provide size of electric service.

If applicable, provide number of accessory buildings and where they are located on the property.

For a stick built structure; show all structural member sizes and spacing such as, girders, floor joist, headers, ceiling joist, and rafters.

\* **Allow 5 to 7 business days to complete a plan review and permit issue.**

\* **Do not submit payment of any kind until a permit has been generated.**

\* **If additional forms/applications are needed, they can be obtained by visiting the Town website at [www.sunsetbeachnc.gov](http://www.sunsetbeachnc.gov). Go to Town Departments. Applications are listed under Building Inspections. Or call Building Inspections at (910) 579-0068 / (910) 579-0075.**