The Town of Sunset Beach

700 Sunset Blvd North ♦ Sunset Beach ♦ NC ♦ 28468
Planning and Zoning Department / Zoning Permit
Phone (910) 579-0075 or (910) 579-0068 ♦ Fax (910) 579-1840

Please write clearly and legibly

Date: _____ Cost of Construction: $_____ Permit #: _____

Address of Construction: _____ Parcel#_____

Property Owner: _____ Phone: ( ) _____

Email Address: _____

Address: _____

Applicant: _____ Phone: ( ) _____

Address: _____

Email Address: _____

Floodplain Development Information:

Is the proposed development in a flood zone? ( ) Yes or ( ) No

Flood Zone Designation: ( ) AE / ( ) VE / ( ) Floodway / Base Flood Elevation: _____

I, the undersigned do hereby certify that all of the above statements are true to the best of my knowledge and understand that any deviation, change, or alteration not included or shown on these plans will alter the approval so granted.

Signature of Applicant: _____ Date: _____

To Be Completed by Staff:

Zoning: _____ **Parcel #:** _____

Setbacks: Front: _____ **Right Side:** _____ **Left Side:** _____ **Rear:** _____

Proposed Use: Commercial: ____ **Multi-Family:** ____ **Modular Home:** ____ **Single Family:** ____

Mobile Home: ____ **Accessory:** ____ **Addition:** ____ **Change of Use:** ____ **Other:** _____

Comments: _____

_____

_____

Zoning Approval: _____ **Date:** _____ **Zoning Approval C/O:** _____ **Date:** _____

Project Data (Describe work below and draw or attach site plan):

_____

_____

_____

_____

****The above approvals are based and limited to evaluation of information provided with the permit application and include only the specific approvals listed. This permit does not constitute approval of any uses or structures not shown on the application or of any related request not included on the application****

DRAW PLOT PLAN- Show what the permit is requesting.

If there are no additions or extensions, what work is being done?

SHOW ALL LOT DIMENSIONS, STREETS, WATERWAYS AND OTHER STRUCTURES

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BUILDING PERMIT APPLICATION

Permit #: _____ Parcel #: _____ Cost of Construction: $_____ Date: _____

Applicant/Property Owner: _____

Project Address: _____

Property Owner Mailing Address: _____

Applicant/Property owner telephone #: _____

Description of Proposed Work: _____

[ ]New [ ]Addition [ ]Renovation [ ]Foundation Repair [ ]Accessory Building [ ]Deck
[ ]Garage/Carport [ ] Dock/Ramp/Pier [ ] Boat Lift

General Contractor/Agent

Contractor Name _____Telephone ( ) _____

Address: _____State_____Zip_____

General Contractor License #: _____ Email Address: _____
(If Applicable)

I hereby affirm that I am the property owner, or authorized agent representing the property owner for the specific property for which this permit application is being made and certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

A permit shall not be issued until the fees prescribed by the local governing authority have been paid. No amendment to a permit shall be released until the additional fee, if any has been paid. (G.S. 153-A-354 and 160A-414)

If building permit is approved, I agree to conform to all laws of the State of North Carolina regulating such work. I confirm that the information listed below is true and accurate.

Contractor/Owner
Signature_____Date_____

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EXEMPTION CERTIFICATION APPLICATION FOR PIERS AND DOCKS (PER NC RESIDENTIAL BUILDING CODE)

Property Owner's Name: _____

Property Owner's Address: _____

City: _____ State: _____ Zip: _____

Project Address (if different): _____

City: _____ State: _____ Zip: _____

Section A: Please read the following criteria below and check the box that applies:

Y	N	
☐	☐	**Fixed Pier**: I certify that this fixed pier is qualified as exempt in accordance with Section R327 of the NC Residential Building Code.
☐	☐	Are there more than four boat slips per single owner of a one- or two- family dwelling or two adjacent, riparian owners?
☐	☐	Does the mud line exceed 15 ft. measured from any location along the pier?
☐	☐	Does the walkway exceed 6ft. in width?
☐	☐	Will the pile spacing exceed 8 ft. in any direction?
☐	☐	Are there any enclosed or multilevel structures?
☐	☐	Does the boat slip(s) exceed 40 ft. in length?
☐	☐	Does the non-walk area exceed 576 sq. ft.?
☐	☐	Does the total roofed area exceed 576 sq. ft.? ***Note**: Maximum overhang shall not exceed 24"inches.*
☐	☐	Does the boatlift exceed a maximum capacity of 16,000 pounds?

Form Date: 8/1/2018

Section B: Please read the following criteria below and check the box that applies:

Y	N	
☐	☐	**Floating Dock:** I certify that this floating dock is qualified as exempt in accordance with Section R327 of the NC Residential Building Code.
☐	☐	Does the boat slip exceed four per single owner of a one- or two- family dwelling or two adjacent, riparian owners?
☐	☐	Will the boat slip(s) exceed 40 feet in length?
☐	☐	Are there any finger piers, crosswalks or other floating surfaces having a minimum width of 3 feet wide to a maximum of 6 feet wide, except for a single 8-foot x 16-foot section?
☐	☐	Are there any enclosed or multilevel structures?
☐	☐	Does the boatlift exceed a maximum capacity of 16,000 pounds?

Note: If a pier or dock exceeds either Section A or Section B above, then sealed drawings from an engineer must be submitted to the building inspections department along with the appropriate permit applications and inspection(s) from the jurisdiction must be performed according to the current North Carolina Residential Building Code.

Any pier or dock structure that is exempt for the NC Residential Building Code is the responsibility of the property owner. Any plumbing, mechanical, or electrical work will require a trade permit.

Owners Signature: _____ Date: _____

Inspections Office: _____ Date: _____

This project is exempt_____ not exempt _____