The Town of Sunset Beach
700 Sunset Boulevard North ♦ Sunset Beach ♦ NC ♦ 28468
Phone: (910) 579-0075 or (910) 579-0068 ♦ Fax: (910) 579-1840

Development Permit Application Packet and Checklist for Submitting Plans

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.

☐ ☐ **Zoning Permit Application:** No buildings, signs, or other structures shall be erected, moved, added to, or structurally altered until a zoning compliance permit has been issued. No certification of zoning compliance shall be issued except in conformity with the provisions of the UDO. [Section 1.12]

☐ ☐ **Site Plan:** The site plan shall be prepared by a professional engineer, registered land surveyor, or architect and shall be drawn to scale of not less than one (1) inch equals thirty (30) feet. The site plan shall be based on a current survey or the latest tax map information and shall be of a size as required by each individual site plan. See the attached list of site plan requirements for what needs to be included. The UDO Administrator may waive some of the required elements at his/her discretion. [Section 5.03]

☐ ☐ **Fill and Grade Worksheet:** No lot, parcel or tract of land may be disturbed by grading, filling, excavation, and removal of trees or removal of stumps without a Town Fill and Grade permit. Permits for Fill and Grade shall be accompanied by a scaled grading plan depicting elevation change prepared by a licensed surveyor, landscape architect, or professional engineer. For single-family residential and duplex dwelling uses, when fill is not proposed in excess of 4 inches, a scaled grading plan is not required. [Section 2.18]

☐ ☐ **Storm Water Worksheet:** Used to calculate impervious surface percentage. Any percentage greater than allowed for the zone in which the project is being developed must have an engineered solution prepared for submittal. 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. [Section 12.06]

☐ ☐ **Landscape Plan:** A landscaping plan and general application shall be submitted to the UDO Administrator. The landscaping plan shall be reviewed by the UDO Administrator for all permitted uses. Landscaping plans shall not be required for single family and duplex homes on a single lot; however, the requirements specified in Section 10.05 shall be satisfied prior to issuance of a Certificate of Occupancy. [Section 10.02]

☐ ☐ **Floodplain Permit Application:** No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the environmental regulations and other applicable laws. [Section 12.02]

☐ ☐ **Elevation Certificate/V-Zone Certification**

☐ ☐ **CAMA Permit:** If property is located within the CAMA areas, a major or minor CAMA permit will be required. [Coastal Area Management Act]

Applicant will check one box for submitted material and Town Staff will check other box to indicate receipt of material. Fill in with "N/A" if the item is not applicable.

(For Office Use Only)

_____ _____ Complete Application Yes No

Received By Date

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

Fill and Grade Permit

TOWN OF SUNSET BEACH
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SUNSET BEACH, NC 28468
910-579-0075 • 910-579-0068

Application must be accompanied by a survey and/or grading plan which complies with Sections 2.18 and 2.22 of the UDO and which demonstrate the information contained on this form.

(A) Applicant Information:

Name of Owner (Applicant): _____

Name of Contact Person: _____

Phone Number: _____ Email Address: _____

(B) Project Information: (all fields are required)

Project Description: _____

_____

Street Address: _____

Parcel ID Number: _____

Total Tract Size (sq. ft.):_____ Total Area of Land Disturbance (sq. ft.):_____

Elevations [Mean Sea Level]: Current Elevation(s): _____

Finished Grade of Adjacent Properties: Left: _____ Right: _____

Elevation of the Crown of the Road: _____ **Proposed Finished Grade**: _____

(C) Questions:

Answer all of the following.	**YES**	**NO**
1. WILL THE PROJECT REQUIRE FILL?		
2. WILL THE PROJECT REQUIRE GRADING?		
3. IS THE DEVELOPMENT FOR COMMERCIAL USE?*		
4. WILL ANY PORTION OF THE SITE HAVE A CHANGE IN ELEVATION BY AN AMOUNT GREATER THAN 4 INCHES? *		
5. IS THE DISTURBED AREA OF DEVELOPMENT EQUAL TO OR GREATER THAN 1 ACRE (43,560 SQ. FT.)? *		
6. IS THE DEVELOPMENT OR ANY RELATED DISTRUBANCE WITHIN THE LIMITS OF A RIPARIAN BUFFER (30 FT. FROM BANKS OF NATURAL STREAM OR WATER BODY)? *		

***If you answered "Yes" to any one of the questions 3-6 above, a Brunswick County Storm Water Permit is required to be included with this form. Incomplete applications will not be accepted.**

Please continue on reverse side.

(D) Important Information: The purpose of this permit is to protect the natural and cultural resources of Sunset Beach, consistent with the CAMA Land Use Plan. This permit must be issued to any owner, developer, or contractor prior to the filling of any lot or any land disturbing activity.

It is not the intent of the Town to prohibit any owner from maintaining their lot or land. However, the land cannot be graded, disturbed, nor can trees and stumps be removed, and fill cannot be placed on the lot until this permit has been issued.

It is essential that you must contact the Public Works Department before installation of any driveway pipes to ensure compliance with Town Code. A silt fence must be erected around that portion of a lot being disturbed that causes erosion onto adjacent property and street right-of-ways. **Permit is not valid until approved as indicated below**. Permit will not be issued if application is incomplete or it the information provided is not compliant with the regulations of the UDO.

(E) Certification:

I, _____(print name) hereby certify the information included on this application and attached pages is true and correct to the best of my knowledge. I also certify that I have read and acknowledge all information contained in this permit application and agree to abide by all applicable codes and regulations. **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.**

Signature of Property Owner/Agent: _____

****Office Use Only****

Survey Attached: [ ] Yes [ ] No **Submitted with Development Permits: [ ]**

Grading Plan Attached: [ ] Yes [ ] No [ ] N/A

Brunswick County Stormwater Permit Attached: [ ] Yes [ ] No [ ] N/A

Complete Application: [ ] Yes [ ] No

Action: [ ] Approved [ ] Denied [ ] Other_____

Reviewer: _____ **Date:** _____

Comments:_____
_____
_____
_____

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Storm Water Worksheet

Project Address: _____

(B) Total Lot area (sq.ft.) _____30% of lot area (sq. ft.)_____

House, garage, shed including overhangs (sq. ft.) _____

Driveway, sidewalks, and patios (sq. ft.) _____

Other impervious surfaces (sq. ft.) _____

(A) Total square footage of impervious surfaces (Built upon area):_____

	Yes	No
Does the total impervious surface (s) exceed 30% of the total lot area?	☐	☐

More than 30% of impervious coverage requires a stormwater solution plan to be submitted with application

Calculate impervious surface as follows:

(A) Built Upon Area ÷ (B) Total Lot Area x 100 = _____ % of Built-Upon (Example 26%)

Stormwater Collection System

Please provide a detailed description of the collection system indicated

☐ Infiltration / ☐ Collection / ☐ Vegetation / ☐ Innovative

Certification

I, _____ certify that the information included on this submittal form is correct, that the project will be constructed in conformance with this information, and that to the best of my knowledge, the proposed project complies with the requirements. 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.

_____
Printed Name of Property Owner/Agent

_____ _____
Signature of Property Owner/Agent **Date**

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Residential Permit Application Packet and Checklist

This checklist is a general list of what may be required, each building project is unique, in processing the application. **Bolded** applications on this sheet are found on the website or available in the Inspections Department.

and some variations may apply that are not listed here.

All Applications and Forms are required to be filled out entirely so as to not cause a delay

- ☐ **Residential Permit Application**.
- ☐ Two full sets of building plans (see page two for what is required on the plans).
- ☐ **Affidavit of Workman's Compensation Form**
- ☐ **Owner Exemption Affidavit.** Complete only if the property owner is acting as a General Contractor and NOT using a North Carolina General Contractors License. If you are not the owner/contractor this form can be left blank.
- ☐ Operations Permit for septic tank installation from Brunswick County Environmental Health Department. This is only required if the property is not located in the Public Sewer Service Area.
- ☐ Copy of receipt of tap fees paid for water and sewer from Brunswick County Public Utilities Department.
- ☐ Lien Agent Assignment. Complete the Town Lien Agent form (attached to Residential Permit Application Packet) and provide a copy of the smart phone bar code page provided by Liens NC. Lien Agent can be assigned by going to www.liensnc.com.

Information on Building Plans to Include:

- ☐ 150 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 Values
- ☐ Roof System (truss or stick built)
- ☐ Structural Components
- ☐ Wall Covering
- ☐ Wall Section
- ☐ Windows (DP rating, size, tempered)

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.

*** Payment of permit fees will not be required 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.* Go to On Line Forms; applications are listed under Building Inspections/Planning.**

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RESIDENTIAL BUILDING PERMIT APPLICATION

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

Applicant/Property Owner: _____ Date_____

Project Address: _____

Property Owner Mailing Address: _____

Applicant/Property owner telephone #: _____ cell #: _____

Description of Proposed Work: _____

[ ]New [ ]Addition [ ]Renovation [ ]Foundation Repair [ ]Accessory Building [ ]Deck/Ramp [ ]Garage/Carport

Single Family _____ No. of Stories: _____ Duplex _____ Total Peak Height: _____ ft.

No. of Baths: _____ No. of Bedrooms: _____ Heat: Electric _____ Gas _____

Building: Heated Area _____sq ft Covered Unheated Area _____sq. ft.

Total Uncovered/Unheated Space_____sq. ft. Total Concrete Area_____sq. ft.

Utilities: Public Water_____ Public Sewer_____ Septic Tank_____

Exterior Footing detail: Depth _____ ft/in Width _____ ft /in

Interior Pier footing detail: Depth _____ ft/in Width _____ ft/in

Interior Pier Size _____ Pier Spacing_____ ft. (max) Number of HVAC Systems _____

Foundation: Solid (8") _____ Pier & Curtain_____ Slab on Grade_____ Pilings_____

Interior girder size _____ Exterior girder size _____

Floor Joist: Span_____ ft. _____in. Size of Joist_____ O.C. _____

Ceiling Joist: Span_____ ft. _____in. Size of Joist_____ O.C. _____

Rafters: Span_____ ft. _____in. Size of Joist_____ O.C. _____

Insulation Values: walls_____ roof/ceiling_____ floor_____

Exterior Walls: Hardi Board _____ V-Siding _____ Brick_____ Other_____

Roof: Material_____ Flat_____ Pitch_____ Engineered Trusses _____

General Contractor

Contractor Name _____Telephone ( ) _____

Address _____State_____Zip_____

GC License No._____Classification_____

Email: _____

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_____

CONFIRMATION AS CONTRACTOR / SUBCONTRACTOR

Electrical Contractor Name: _____ NC Electric License #_____

Electrical Contractor Signature_____

Plumbing Contractor Name: _____ NC Plumbing License #_____

Plumbing Contractor Signature_____

Mechanical Contractor Name: _____NC Mechanical License #_____

Mechanical Contractor Signature_____

Fuel Piping Contractor Name: _____ NC F.P. License #_____

Fuel Piping Contractor Signature_____

Fire Sprinkler Contractor Name: _____NC F.S. License #_____

Fire Sprinkler Contractor Signature_____

Elevator Contractor Name: _____NC Special Electric License #_____

Elevator Contractor Signature_____

Revised: 1/9/2018

Affidavit of Workman's Compensation for General Contractors
N.C.G.S. 87-14

I understand that I am signing this document under oath; I certify that I am making a truthful statement. I have entered into a construction contract where the cost of the undertaking 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 partnership (including any "joint venture" (unless in compliance with 12 NCAC 12.0207) with any unlicensed entity**). I certify that I am presently licensed under_____ and my license number is _____.** My license is active and in good standing. I have filed all the necessary renewals for with the North Carolina Licensing Board for General Contractors. I am not presently under any disciplinary order issued by the Licensing Board, which disqualifies me for entering into a construction contract.

I have in effect all required worker's compensation insurance coverage and I agree to submit certificates of such coverage to the building inspector upon request. I understand that I am responsible for ascertaining whether I am obligated by law to obtain worker's compensation coverage and to assure that my insurance coverage is adequate. I understand that a licensed general contractor must pay a $10.00 fee upon issuance of a residential building permit pursuant to NCGS 87-15.3 the Homeowner's Recovery Fund Act of North Carolina; $9.00 of which the permitting official will forward to the Licensing Board. I understand that the unlicensed practice of general contracting is a criminal offense of NCGS 87-13 and that the licensing board may pursue and injunction against me if I practice without a license as required by law. I also understand that under North Carolina case law, and unlicensed practitioner may be barred from recovery of any civil damages if the job owner refuses to pay. I have been informed that any authority issuing a building permit to an unlicensed contractor where a license is required may be found guilty if a misdemeanor and I certify to this department that they may rely on my statement as truthful regarding the status of my license.

****The undersigned applicant or authorized agent for a building permit being the ( ) contractor, ( ) owner, ( ) agent for owner or contractor do hereby affirm under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:**

- ☐ **Have three (3) or more employees and have obtained worker's compensation insurance to cover them.**
- ☐ **Have one or more subcontractors and have obtained worker's compensation insurance to cover them.**
- ☐ **Have one or more subcontractors who have their own policy of worker's compensation covering them**
- ☐ **Have no more than two (2) employees and no subcontractors.**

While working on the project for which this permit is sought it is understood that the inspection department issuing the permit will require certificates of coverage of worker's compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying the work.

Firm name:_____ **By:**_____

Title:_____ **Date:**_____

This the _____ day of _____, 20_____. _____

Signature

Sworn and subscribed before me this the _____ day of _____, 20_____.

Notary Public:_____ **Commission expiration:**_____

(Seal)

Lien Agent Information

Effective April 1, 2013

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to issue any permit where the project cost is $30,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence **OR** the property owner has designated a lien agent and provided the inspections office with the information below:

Name of Lien Agent: _____

Mailing address of Agent: _____

_____

Physical address of Agent: _____

_____

Telephone: _____ Fax: _____

Email: _____

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

Excerpt from North Carolina G.S. 160A-417:
" **(Effective April 1, 2013)** No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars ($30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the owner occupies as a residence, or for the addition of an accessory building or accessory structure as defined in the North Carolina Uniform Residential Building Code, the use of which is incidental to that residential dwelling unit, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued."

You can complete online at:
www.liensnc.com