

CHECKLIST/INSTRUCTIONS FOR BUILDING PERMIT

1. Submit a completed application (Building Permit with Subcontractors). Please be sure all contractors have up to date privilege licenses with the Town.
2. Two copies of a sealed current (less than one year old) survey to scale with topographical information showing: proposed structures, building setbacks, driveway(s), parking areas and required 35% natural area with calculations. Indicate 5-foot separation from all structures to all three parts of the septic system (tank, line and repair area). Note: 15-foot separation required from pool wall.
3. If 404 wetlands are present on the property, then a US Army Corps of Engineers wetland delineation certification, no older than five years, must be noted on the survey.
4. One copy of the stormwater plan showing the proposed method of containing stormwater including all calculations including type and location of containment measures.
5. Two sets of detailed structural drawings to scale that meet the requirements of the North Carolina Building Code and the 150 mph wind zone requirements.
6. Indicate how the wind borne debris protection measures of the NC Building Code will be satisfied.
7. Copy of septic permit less than five years old from the Carteret County Health Department or copy of existing septic system permit.
8. Signed and notarized General Contractors Statement.
9. Copy of HVAC load calculations and duct sizing plan.
10. Copy of receipt or account information from Bogue Banks Water Corporation.
11. Flood Development Permit Application (if applicable).
12. Copy of Minor CAMA Permit (if applicable).
13. Applicable permit fees (see Fee Schedule) will be required at the time the permit is issued and picked up by the contractor/owner.