



Currituck County

Commercial Building Permit Application Packet



Included in this packet are:

Commercial Building Permit Procedures Brochure
Commercial Building Permit Application
Requirements for Commercial Building Plans
Appendix B Building Code Summary (8 pgs)
Nonresidential and Multi-Family Site Plan Requirements
General Contractor's Certification form
Statement of Fact by Owner/Applicant
Subcontractor's Affidavit forms (4 pgs)
Inspection Scheduling Memorandum
Solid Waste Disposal Notice
Commercial Building Permit Checklist

Please return the completed permit application, along with the required number of site plans, copy of topographic plan indicating changes in natural grade (if applicable), copy of a valid septic permit and lot evaluation, copy of Coastal Area Management (CAMA) permit (if applicable), all applicable contractor, owner, and/or trade affidavits (originals), required number of complete sets of building plans, and any applicable review fee (payable to Currituck County).

See the enclosed "Commercial Building Permit Procedures" brochure for detailed information on the above items and to determine if they are applicable to your application.

Please allow at least 3-4 weeks to process the permit after application is submitted.

For Mainland Permits Mail to:

Planning and Inspections Department
Attention: Permit Officer
P. O. Box 70
Currituck, NC 27929

For Outer Banks Permits Mail to:

Planning and Inspection Department
Attention: Permit Officer
P.O. Box 73
Corolla, NC 27927

COMMERCIAL BUILDING PERMIT PROCEDURES

Listed in this brochure is the information needed in order to secure a building permit for commercial construction in Currituck County. Commercial construction shall include, but is not limited to, the following: new construction, additions/alterations, accessory structures, swimming pools, bulkheads/piers/beach accessways, signs, improvements (improvements in excess of \$5,000 and/or any work classified as structural/load bearing or involving electrical, plumbing, mechanical, insulation, chimneys and roofing-other than shingle or covering replacement).

The applicant should submit the following information to the Department of Planning and Inspections when applying for the building permit:

1. Building Permit Application:

Please submit the original, completed application. Applicant should complete all applicable sections of the application and sign/date the bottom of page three.

2. Site Plan/Topographic Plan

Submit the required number of copies of Non-Residential site plans. See attached "Nonresidential and Multi-Family Site Plan Requirements" example for site plan requirements. For questions or additional information pertaining to site plan requirements, please contact the Planning Office (Room 109 or 110) at (252) 232-3378 Ext. 264, 260, or 245.

3. Wastewater Approval

A copy of the lot evaluation and the construction improvements permit, issued by Albemarle Regional Health Services (Environmental Health Dept. 252-232-6603), is required for properties served by a septic system. Written authorization is required for additions, accessory structures, etc. and must be obtained from the Environmental Health Dept. prior to submitting a building permit application. A copy of a wastewater treatment reservation is required for properties served by either a state approved package plant, public sewer facility or a waste treatment system approved by Environmental Health.

4. Building Plans:

Submit the required number of sets of detailed building plans of the proposed structure. (Mainland properties, submit 3 sets; Outer Banks properties, submit 5 sets). See the enclosed "Requirements for Commercial Building Plans" for requirements that may pertain to your project. NOTE: Appendix B and the seal of a design professional may be required. For questions regarding building plans, please contact a Building Inspector at (252)232-3378 Ext. 261, 263, or 265 (Mainland Office) or (252)453-8555 (Outer Banks Satellite Office)

NOTE: Currituck County is in a high wind zone (120mph)

5. Contractor Information:

The applicant must submit information on the contractors who will be completing the proposed project. Those persons authorized to complete the project are as follows:

- a. The owner of the property may obtain a permit for work to be completed by the owner or as an owner intending to act as a general contractor provided an original "Statement of Fact by Owner/Applicant" has been submitted at time of permit application and applicable permit fee is paid. Fax or copies are not acceptable.
- b. A contractor may obtain permits provided the contractor holds the appropriate valid license from the State of North Carolina and the applicable original "General Contractor Certification as to Status of Licensure" has been submitted at time of permit application and applicable permit fee is paid. Faxes or copies are not acceptable.
- c. The electrical, plumbing mechanical and/or gas piping contractor may obtain the electrical, plumbing, mechanical and/or gas piping permit provided the contractor holds the appropriate valid license from the State of North Carolina and the applicable original trade affidavit has been submitted at time of permit application and applicable permit fee is paid. Fax or copies are not acceptable.
- d. The insulation contractor or owner may obtain the insulation permit by providing the name of the insulation installer, the estimated cost of the insulation work, and applicable permit fee is paid. An original, signed trade affidavit is not required to obtain this permit.

NOTE: The above forms noted in 4.a, 4.b. and 4.c. are available in the Department of Planning and Inspections.

Application for a building permit can be made at the Inspections Department(s) located at 153 Courthouse Road, Currituck, NC 27929, or 1121 Ocean Trail, Corolla, NC 27927, Monday through Friday, 8:00 a.m. to 5:00 p.m.

NOTE: Please allow 3-4 weeks for permits to be processed. Work MAY NOT begin until permit is issued AND posted at the job site.

6. If the proposed project is located on or near the ocean, sound, river, canal, or other navigable waterways, the project may require a Coastal Area Management (CAMA) Permit. CAMA permit must be obtained prior to applying for building permit. Per CAMA regulations, no new structures may be placed within 30 feet of the water's edge, unless they are water dependent structures (i.e. piers, docks, bulkheads, boatlifts, boat ramps).

NOTE: Additional information regarding the CAMA permit program in Currituck County may be obtained by contacting the CAMA officer (LPO). For Mainland properties, contact either Stacey Smith @ (252) 232-3378 Ext. 304 (Room 111, Old Historic Courthouse) or Ed Harrell (252) 264-3901 (Elizabeth City District Office). For Outer Banks properties, contact Druscilla Hodges @ (252) 453-8555 (Outer Banks Satellite Office).

7. If a structure is to be located within a special flood hazard area, it must be elevated at or above the base flood elevation and meet all applicable requirements of the Floodplain Ordinance. Also, the original elevation certificate must be submitted to the Planning and Inspections Department within twenty-one (21) days of establishment of the first floor, and prior to the rough-in inspection. An original final elevation certificate required prior to scheduling the final inspection and before occupancy of the structure.
8. An addition to an existing structure may be subject to the requirements of the Floodplain Ordinance.
9. If an accessory structure is to be located within a special flood hazard area, the structure may be required to be elevated at or above the base flood elevation, or have venting installed to automatically allow the free flow of floodwater, and be properly anchored to the ground.
10. If you have questions concerning special flood hazard areas, or the requirements of the Floodplain Ordinance, please contact the Planning Office at (252) 232-3055, ext. 260.

Albemarle Regional Health Services

Environmental Health (HD): 252-232-6603

**Coastal Management (CAMA): 252-232-3378 ext 304 or 264-3901 (Mainland) or
252-453-8555 (Outer Banks Satellite Office)**

Fire Marshal (FM): 252-232-6641

NCDOT(DOT): 252-453-2721

Public Works Dept (PW): 252-232-2504

Register of Deeds (RD): 252-232-3297

Tax Department (Tax): 252-232-3005 or 252-232-2109

Water Department (WD): 252-232-2769

COMMERCIAL BUILDING PERMIT FEES

1. New Construction, additions deck, canopy (Excluding storage, garages, utility buildings	\$.35/square foot (sf)
2. Detached storage/detached garages	\$.15/sf
3. Pre-manufactured metal carport	No fee
4. Alterations*	\$.12/sf
5. Moving Permit	\$.20/sf
6. Sign Permits: Off-premise	\$ 50.00 per sign
On-premise	\$ 25.00 per sign
7. <u>Trade Permits:</u>	
Electrical:	\$100.00 per unit
Electrical(alteration only*):	\$ 50.00 per unit
Plumbing:	\$100.00 per unit
Plumbing (alteration only*):	\$ 50.00 per unit
Mechanical:	\$100.00 per unit
Mechanical(alteration only*):	\$ 50.00 per unit
Insulation:	\$100.00 per unit
Insulation(alteration only*):	\$ 50.00 per unit
Gas Piping:	\$ 50.00 per unit
8. In ground/Above ground pool/Hot tub	\$100.00
9. Electrical permit for pools/hot tub	\$ 50.00
10. Roofing excluding Roofing (shingle replacement only)	\$ 25.00 No permit required
11. Replacement windows, doors, or siding > \$5,000	\$ 25.00
12. Demolition Permit	\$ 75.00
13. Tents (for public assembly)	\$ 50.00
14. Farm Building	No permit
15. Temporary Office Building	\$ 60.00
16. Gas/Oil Pumps	\$ 50.00 per pump
17. Towers (height x width)	\$.12/sf

NOTE:

Minimum Permit Fee: \$ 25.00

**Fee for Negligence (Penalty for building or working without permit
or: occupying building without certificate of occupancy: \$25.00 or 25% of permit cost
whichever is greater**

***Alterations include work within existing structures and upgrading existing service and do not include additions, new construction, providing power to structures not previously having power, or new service to existing buildings.**

**Currituck County
Commercial Building Permit
Application**

Date Received: _____

Applicant Name: _____ Phone Number _____ (w)

_____ (c)

Property Owner(s): _____ Phone Number: _____

Mailing Address: _____

Site Information:

Project Name: _____

Project Address: _____ Township _____

Subdivision _____ Tax Parcel ID# _____ - _____ - _____

Directions to Site: _____

Developer: _____ **Phone Number:** _____

Project Contact Person: _____ Phone Number: _____

Address _____ City _____ State _____ Zip _____

Utilities:

Water: Public _____ Private _____ Sewer: Public _____ Private _____

Health Dept. Septic Permit # _____ OR Date of Sewer Reservation _____

(Copies of Septic Permit/Lot Eval. or Sewer Reservation Letter must be submitted with application)

Building Information: (See Page 3 for Sign/Accessory Structure Permits)

Description of proposed work: _____

Type of Building: New _____ Alterations _____ Addition _____ #of Units _____

Type of Construction (Circle one) I II III IV V Occupancy _____

Building Area: Total Area _____ sq. ft. (Heated & Unheated)

Area per floor _____ sq. ft. Building Height: _____ Feet No. of Stories _____

Estimated Cost: \$ _____ Appendix B Required: Yes/No CAMA Permit # _____ (If Required)

Foundation Type _____ Floor Covering _____ Roof Style _____

Interior Wall Covering _____ Exterior Wall Covering _____

Heating Type _____ A/C: Yes/No Type _____ # of Baths _____

Contractor Information:

General Contractor*: _____ Lic. # _____

Electrical Contractor***: _____ Lic. # _____

Plumbing Contractor***: _____ Lic. # _____

Mechanical Contractor***: _____ Lic. # _____

Insulation Contractor: _____ Lic. not required

Gas Contractor***: _____ Lic. # _____

*Must have original general contractor's affidavit (if applicable)

**Must have original affidavit(s) to purchase sub-contractor's permit(s) (if applicable)

Sign Permit:

On Premise Wall Sign _____ On Premise Ground Sign _____ Off Premise Sign _____

Dimensions _____ Square Footage _____ Est. Cost \$ _____

Location of sign on site _____

Sign/ Business Owner: _____ Phone # _____

Will sign be a lighted sign? Yes/No

Note: Electrical permit must be purchased before issuance of sign permit.
Must have original affidavit to purchase sub-contractor's permit (if applicable)

Sign Contractor: _____ Lic. # _____

Electrical Contractor: _____ Lic. # _____

Accessory Structure Permit:

Bulkhead/Pier _____ Carport _____ Detached Storage Bldg _____ Garage _____

Hot Tub _____ Pool _____ Other _____

Square Footage _____ Est. Cost \$ _____ Appendix B Required: Yes/No

Swimming Pool: In-ground (Y/N) Type _____ Dimensions _____

Pool Decking: Concrete _____ Wood _____ Hot Tub _____ Yes _____ No

Building Contractor: _____ Lic. # _____

Electrical Contractor: _____ Lic. # _____

Plumbing Contractor: _____ Lic. # _____

Mechanical Contractor: _____ Lic # _____

Gas Contractor: _____ Lic # _____

Pool/Hot Tub Contractor: _____ Lic. # _____

I hereby 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.

Owner/Agent Signature _____ Date _____

Requirements for Commercial Building Plans

- **Requirements** Drawing and specifications shall be drawn to scale with sufficient clarity and detail to indicate the nature and character of the work and three sets shall accompany the application for a permit. All information, drawings, specifications and accompanying data shall bear the name, address, phone number and signature of the person responsible for the design.
- **Additional Data** The inspection department may require details, computations, stress diagrams, or documentation sealed by a registered design professional and other data necessary to describe the construction or installation of a system.
- **Registered Design Professional** The registered design professional shall be a registered architect or licensed professional engineer legally registered or licensed under the laws of this State.
- **Design Professional Seals Required.** Where the General Statutes require, no permit shall be issued unless the construction documents (drawings and specifications) bear the North Carolina seal of a registered design professional. Construction documents shall include the name and address of the business entity (individual, corporation, or partnership) with whom the registered design professional is affiliated. **For permitting purposes the seal of a registered design professional is not required when the building, structure or project involved is in one of the categories listed below, unless otherwise required pursuant to the provisions of the General Statutes or technical codes.**
 1. A family residence, up to eight units attached with grade level exit which is not part of or physically connected with any other buildings or residential units;
 2. A building upon any farm for the use of any farmer, unless the building is of such nature and intended for such use as to substantially involve the health or safety of the public;
 3. An institutional or commercial building if it does not have a total value exceeding ninety thousand dollars (\$90,000);
 4. An institutional or commercial building if the total building area does not exceed 2,500 square feet in gross floor area;
 5. Alterations, remodeling, or renovations of an existing building or building site that does not alter or affect the structural system of the building; change the buildings access or exit pattern or change the live or dead load on the buildings structural system.
 6. The preparation and use of shop drawings, assembly or erection drawings, or graphic descriptions utilized to detail or illustrate a portion of the work required to construct the project in accordance with the plans and specifications prepared or to be prepared under the requirement or exemptions;

CURRITUCK COUNTY
Department of Planning and Inspections
Nonresidential and Multi-Family Site Plan Requirements

1. A site plan for all nonresidential and multi-family development shall be submitted to the county for review prior to issuance of required building permits or zoning permits.
2. All nonresidential and multi-family site plans shall be submitted at a scale of one inch equals fifty feet (1" = 50') or larger with ten (10) black or blue line paper prints and **drawn in a professional like manner** showing true dimensions.
3. A site plan review fee of .02 cents per square foot of gross floor area or \$50.00 minimum will be charged.
4. Site plans shall show the following minimum information:
 - (a) site data - including vicinity sketch, north arrow, engineering scale ratio, acreage, title of development, date of plan, gross floor area of all buildings, name and address of owner/developer and person or firm preparing the plan;
 - (b) zoning setback lines;
 - (c) location(s) and dimension(s) of all vehicular entrances, exits, drives, and fire lanes;
 - (d) location, arrangement and dimension of all automobile parking spaces, width of aisles, width of bays, angle of parking and number of spaces;
 - (e) location, arrangement and dimension of all truck unloading docks, ramps and spaces;
 - (f) refuse collection (dumpster) container space(s) location;
 - (g) location(s) of all building(s) with exterior dimensions;
 - (h) location and dimensions of all fences, walls, docks, ramps, pools, patios, and surface areas.
 - (i) location of water tap(s) denoting size(s) of line(s) or well area;
 - (j) location of sewer tap(s) denoting size(s) of line(s) and pole(s);
 - (k) location of electrical service connection(s);
 - (l) existing and proposed fire hydrant location(s);
 - (m) location and dimension of all easements and rights-of-way as determined by North Carolina Department of Transportation;
 - (n) location(s) and size(s) of all public utility lines (water, sewer and storm sewer) within all adjacent public right-of-ways and easements;
 - (o) drainage plan, including site surface drainage, pipe size, yard drains, catch basins, curb inlets, and topographic plan that indicates location and elevation changes above or below natural grade (shown in 1 foot intervals) within the past six months and contains the following certificate:

I, _____, owner, agent do hereby certify that I will develop the property in accordance with the approved plans which will be constructed or maintained so that surface waters from such development are not unreasonably collected and channeled onto lower adjacent properties at such locations or at such volumes as to cause substantial damage to such lower adjacent properties. In addition, the development will be constructed or maintained so that it will not unreasonably impede the natural flow of water from higher adjacent properties across such development, thereby unreasonably causing substantial damage to such higher adjacent properties.

Date: _____ Owner/Agent: _____
 - (p) curb and gutter alignment, including street widening and storm drainage, if necessary shall be required;
 - (q) screening/landscaping plan shall be required showing plants with common names, sizes and numbers of plants and trees;
 - (r) site distance triangle of 10' x 70' shall be indicated at the intersection of all public right-of-way lines and, site distance triangles of 10' x 35' shall be indicated at the intersection of a right-of-way and driveway;
 - (s) comparison of how the proposed development relates to the Maritime Forest Guide;
 - (t) any additional information as may be required by the reviewing agents; and,
 - (u) indicate lighting for security purposes at all entrances - may not excessively illuminate adjacent properties.
5. Nonresidential and multi-family site plans consisting of an area 30,000 square feet or more, at the discretion of the Administrator, may be referred to the Board of Commissioners.

BUILDING SETBACKS:

- 20' - street setback line*
- 15' - side property line**
- 25' - rear property line

VEHICULAR SETBACKS:

- 20' - street setback
- 10' - side property line
- 10' - rear property line

- * 1. If the lot in question is located along US 158, NC 168, NC 3, NC 34, NC 12, or NC 615 the street minimum building setback shall be increased by 30'.
- ** 2. Corner lots shall maintain a side setback of 20' from the street right-of-way.
- 3. Lots platted prior to April 2, 1989, shall maintain a minimum side setback of 10' along inside lot lines.
- d. The type a and type d bufferyard may increase the minimum setback noted above. Please contact the Planning and Inspections Department for further information on the bufferyard setback.
- 5. No fill of any kind shall be allowed within ten (10) feet of any property line.

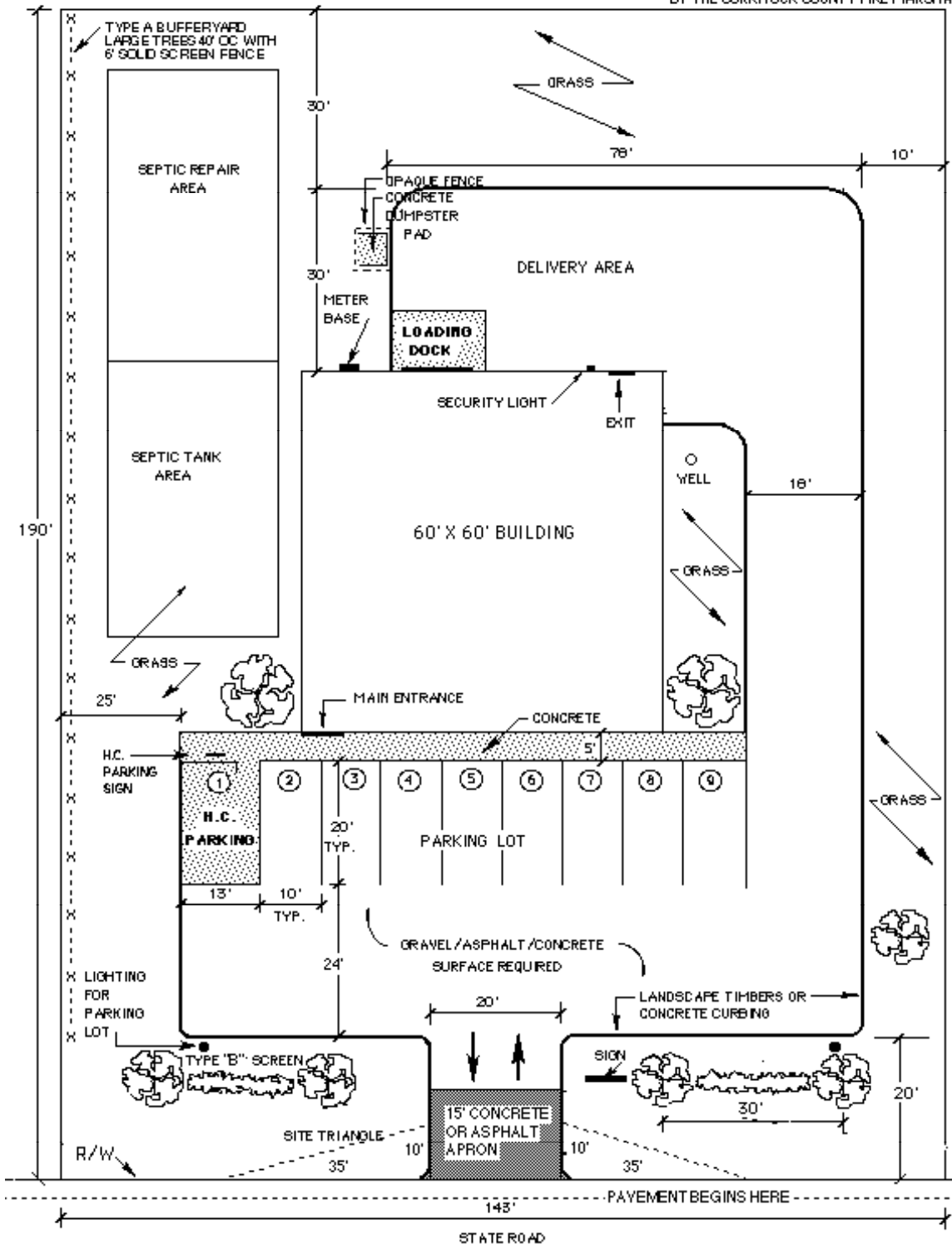
NOTE: ALL SETBACKS SHALL BE MEASURED FROM THE STREET RIGHT-OF-WAY AND NOT THE EDGE OF THE PAVEMENT.

The site plan on the following page is an example of a typical nonresidential site plan. For additional information regarding the plan please contact one of the following staff members:

- Donna W. Voliva, Planner I 252-232-3055 (ext. 264)
- David Webb, Planner I 252-232-3055 (ext. 260)
- Jon Hain, Planner I, Corolla Office 252-453-8555

Nonresidential site plans for new construction that require administrative review shall be submitted to the technical review committee (TRC) prior to approval of the site plan. Please contact one of the staff members listed above for submission and meeting schedules.

NOTE : FIRE LANES/DRIVES MUST BE APPROVED BY THE CURRITUCK COUNTY FIRE MARSHAL



Currituck County
Department of Planning and Inspections
 General Contractor Certification as to Status of Licensure

I understand that I am signing this document under oath; I certify that I am making a truthful statement. I have read G.S. Sections 87.1 and 87.14 as amended July 6, 1992. I have entered into a construction contract where the cost of the undertaking meets or 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 a partnership (including any "joint venture" {unless in compliance with 21 N.C.A.C. 12, 0207}) with any unlicensed entity. I certify that I am presently licensed under the name of _____ and under license number _____. My license is active and in good standing. I have filed all necessary renewal forms with the North Carolina Licensing Board for General Contractors. I am not presently under any disciplinary order issued by the North Carolina Licensing Board for General Contractors which disqualifies me for a building permit.

I certify to this Building Inspections Department that I have paid License tax(es) as required by the N.C. Department of Revenue; I have in effect all required workers' compensation insurance coverage. I have filled out the attached worksheet/affidavit regarding workers' compensation and I agree to submit certificates of insurance coverage upon the request of the building inspector. I understand that I am responsible for ascertaining whether I am obligated by law to obtain workers' compensation insurance and to assure that our insurance coverage is adequate; I have made all reasonable inquiries of the appropriate authorities and/or sought private legal counsel to assure that I am providing all workers' compensation coverage required by law.

I understand that a licensed general contractor must pay a \$10.00 fee upon applying for a residential permit pursuant to G.S. 87.15.5 "Homeowner's Recovery Fund" Act of North Carolina, \$9.00 of which the permitting official shall forward to the North Carolina Licensing Board for General Contractors.

I understand that the unlicensed practice of general contracting is a criminal offense under G.S. Section 87.13 and that I may be sued by the North Carolina Licensing Board for General Contractors for an injunction if I practice without a license as required by law. I also understand that, under North Carolina case law, an unlicensed practitioner may be barred from recovery of any civil damages if the job owner refuses to pay me.

I have been informed that any authority issuing a building permit to an unlicensed contractor where a license is required may be found guilty of a misdemeanor and I certify that this Department may rely on my statement as a truthful statement regarding the status of my license.

 Signature of General Contractor

Contractor Information:

Name of General Contractor: _____
 Business Name: _____
 Business Address: _____

 Business Phone: _____

License Information:

NC State License #: _____
 License Limit: _____
 License Classification: _____
 License Expiration Date: _____

Insurance/Bond Information:

Number of Employees: _____
 Worker's Compensation Insurance Expiration Date: _____
 Declaration Page of Worker's Compensation Received: _____

Project Information:

Property Owner: _____
 Location of Job: _____
 Contract Cost: _____

Currituck County
Department of Planning and Inspections
Statement of Fact by Owner/Applicant

I understand that I am signing this document under oath. I certify that I am making a truthful statement of fact.

1. I have entered into a construction contract where the cost of the undertaking meets or exceeds \$30,000; EXCEPT WHEN THIS FORM IS USED SOLEY FOR AN OWNER INSTALLING ELECTRICAL, MECHANICAL OR PLUMBING WHEN PERMITTED UNDER NORTH CAROLINA STATE CODE.
2. I certify that I am not allowing an unlicensed general contractor to perform the duties of a general contractor, which, I understand, includes construction superintending and managing in addition to among other things, signing written contracts.
3. I understand that I alone shall act as the general contractor for all phases of construction. In addition, I understand that I must schedule and be present for every inspection.
4. I will comply with all provisions of the North Carolina Building Codes and the Currituck County Unified Development Ordinance pertinent to the building.
5. I intend to retain the finished house (or other project) exclusively for my own use.
6. I am not building a "speculation" project with the intention of selling the project once it is completed. I understand that building a "spec" project without proper licensure is violation of G.S. 87-1 and G.S. 87-13, this may be a criminal offense.
7. I will occupy the property for at least one year following completion of construction.
8. I understand G.S. Section 87-15.5, the "Homeowners Recovery Fund", no homeowner acting as a general contractor has any right of recovery.
9. I certify either that I am not required by law to carry such coverage or that I will agree to submit certificates of insurance coverage upon demand by the building inspector. I understand that I am responsible for ascertaining whether I am obligated by law to obtain worker's compensation insurance and to assure that our insurance coverage is adequate; I have made all reasonable inquiries of the appropriate authorities and/or sought private legal counsel to assure that I am providing all worker's compensation coverage required by law.
10. I shall comply with all county, state and federal laws in regard to social security, worker's compensation, privilege license and all other requirements where applicable.
11. I will contract with North Carolina licensed and bonded electrical, plumbing and mechanical contractors for the dwelling or:

_____ I will do my own electrical work unless otherwise noted.
 _____ I will do my own plumbing work unless otherwise noted.
 _____ I will do my own mechanical work unless otherwise noted.

This is the _____ day of _____, 20____.

 Owner's Signature _____
 Phone Number

Insurance Information:

Number of Employees: _____
 Worker's Compensation Insurance Expiration Date: _____
 Declaration Page of Worker's Compensation Received: _____

Project Information:

Property Owner: _____
 Location of Job: _____
 Building or Unit#: _____

SOLID WASTE DISPOSAL NOTICE

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

I, the undersigned, hereby state that I have been made aware of the Currituck County Solid Waste Ordinance, and the NC Air Quality Regulations (in regards to open burning), have been given notice regarding construction and demolition waste disposal. I agree that construction and/or demolition waste will not be disposed of in violation of the County Ordinance and NC Air Quality Regulations, such as at road side/private property or commercial dumpster sites, and that it will not be burned. I understand/agree that amounts over five hundred (500) pounds and all commercially generated debris must be disposed of at the Currituck County Transfer Station located in Maple, NC on Airport Road.

I am aware that violation of the solid waste ordinance is punishable by a fine of up to FIVE HUNDRED DOLLARS (\$500.00) per day, and/or imprisonment for up to THIRTY (30) days. A violation of the NC Air Quality Regulations is punishable by a fine of up to TEN THOUSAND DOLLARS (\$10,000). I am aware that Currituck County will strictly enforce the solid waste ordinance and air quality regulation.

Signature _____ Date _____

MEMORANDUM

TO: All Contractors and Home Owners working in
Currituck County, NC.

FROM: The Currituck County Inspection Division

SUBJECT: Scheduling Inspections

According to the North Carolina State Building Code, Volume VII Section 112, it is the responsibility of the permit holder or his agent to call for inspections. GS 153A-363 states that it is a class 1 misdemeanor to occupy any portion of a building that has not had a final inspection. This includes, but is not limited to, the use of HVAC systems, electrical work, pools, hot tubs, decks, sun rooms, et cetera.

In the past, our staff has had to pursue contractors and home owners in order to schedule final inspections. This will no longer be the policy of this department. If you pull the permit, it will be your responsibility to call for the required inspections, as well as the final inspection.

CONTRACTORS, DO NOT ASK THE HOME OWNER TO SET UP THIS INSPECTION. IT IS YOUR RESPONSIBILITY.

If the contractor does not call for the final inspection, the appropriate licensing board will be notified.

Your cooperation in this matter will be appreciated.

Signature _____ Date _____



Currituck County

Topographic Plan Submittal Information

Applicant Information:

Owner(s): _____

Owner Address: _____

Phone Number: _____ Email: _____

Applicant: _____

Applicant Address: _____

Phone Number: _____ Email: _____

Project Information:

Project Name: _____

Street Address: _____

(obtain from Lucy Cardwell, Tax Department, at 252-232-3005)

Parcel Id Number: _____

Topographic Plan Certification:

I, _____ (owner/applicant) do hereby certify that I:

- will be changing the natural contour of the property where soil has either been relocated on the property or hauled to the site. The change(s) in natural grade should be indicated in one-foot contour lines. **Fill required by the Health Department as part of the Septic Permit IS a change in natural contour of the property. Topographic plan submittal is required.**
- will not be changing the natural contour of the property where soil has either been relocated on the property or hauled to the site. **No topographic plan submittal is required. Please sign the statement below.**

Owner/Applicant: _____ Date: _____

Adjacent Grade Statement:

I, _____, (owner / applicant) do hereby certify that I:

- will be grading and/or filling the described lot above the highest adjacent grades of adjoining lots when measured within thirty feet from the subject property lines into the adjoining lots. **Land Disturbance Permit is required. Applicant must complete Land Disturbance Permit Application with County Engineer (Gil Falasco 252-232-2504).**
- will not be grading and/or filling the described lot above the highest adjacent grades of the adjoining lots when measured within thirty feet from the subject property lines into the adjoining lots.

I, _____, owner/agent, do hereby certify that I will develop the property in accordance with the approved plans which will be constructed or maintained so that surface waters from such development are not unreasonably collected and channeled onto lower adjacent properties at such locations or at such volumes as to cause substantial damage to such lower adjacent properties. In addition, the development will be constructed or maintained so that it will not unreasonably impede the natural flow of water from higher adjacent properties across such development, thereby unreasonably causing substantial damage to such higher adjacent properties.

Date: _____

Owner/Agent: _____

Topographical Plan Submittal Information

Frequently Asked Questions

Q. What is Land Disturbance?

A. Land Disturbance is the manipulation of any earthen material that is a part of the lot. This includes but is not limited to filling and grading the lot.

Q. What is fill?

A. Fill is any material placed or graded on a lot where the material has the effect of increasing the elevation of any portion of the lot.

Q. What is Adjacent Grade?

A. Adjacent Grade is the highest grade measured within thirty feet from the subject property lines into the adjoining lots.

Q. When is a Land Disturbance Permit (LDP) necessary?

A. A Land Disturbance Permit is necessary when filling any portion of your lot above adjacent grade as defined above.

Q. Under what circumstance may I fill above my adjacent grade?

A. You shall not fill above your adjacent grade except for the following

- When the fill is required by the Environmental Health Department for your septic system.
- An additional 12" of fill above the septic system and drainfield fill may be allowed for the house pad to ensure adequate flow from the building to the septic system.
- When fill is required to raise the lot elevation to the base flood elevation.

No more than 24" of fill may be placed on a lot in any circumstance.

Q. Is fill required by the Environmental Health Department for my septic permit considered land disturbance and is it a factor in determining the need for a Land Disturbance Permit.

A. Yes. Even fill required by the Health Department must remain at or lower than adjacent grade or a Land Disturbance Permit is required.

Q. Who do I contact to apply for a Land Disturbance Permit?

A. Contact Gil Falasco, County Engineer, at 252-232-2504. Mr. Falasco's office is located in the Public Works Department.

Q. Is fill allowed to be placed up to the property line?

A. No. Fill must maintain a 10' setback from all property lines.

Commercial Building Permit Check List

Before returning your application to the building inspections office, make sure you have all of the items below.

- Commercial Building Permit Application
Submit all pages of original, completed/signed application.
- Site Plan:
Submit appropriate number of copies of site plan.
See enclosed “Nonresidential and Multifamily Site Plan” example for site plan requirements.
- Health Department Septic Approval:
Submit Copies of both Lot Evaluation and Conventional Improvements Permit or Water Reservation Form signed by all parties and dated.
- Construction Plans:
Submit required number of complete sets of construction plans of the proposed structure.
See enclosed “Requirements for Commercial Building Plans” for requirements.
- Coastal Area Management (CAMA) Permit:
Must obtain copy of valid CAMA permit (if applicable), prior to submitting building permit application.
If the proposed project is located on or near the ocean, sound, river, canal, or other navigable waterways, the project may require a Coastal Area Management (CAMA) permit. Contact CAMA permit officer for information and application.
- General Contractor Affidavit or Owner Affidavit (whichever applies)
Submit the original, signed affidavit.
- Trade Affidavits:
Submit the original, signed affidavit for each sub-contractor’s permit you wish to purchase.
(Electrical, plumbing, mechanical, or gas piping. Note: Permit is required for insulation, but affidavit is not required.)
- Pools:
Submit a brochure on the pool and pump [if applicable] or a schematic for a concrete pool or gunite pool
- Review Fee
If site plan review fee has previously been paid to the Planning Dept. at Technical Review, then no review fee is required. Otherwise, submit a \$25.00 review fee (cash or check made payable to Currituck County) at time of application. The balance of permit fees will be paid when permit is issued.