



Planning and Inspections Department

101 Veterans Memorial Drive PO Box 549, Kitty Hawk NC 27949

Phone 252-261-3552 Fax 252-261-7900

info@kittyhawktown.net

CHECKLIST OF INFORMATION FOR RESIDENTIAL BUILDING PERMITS

RETAIN FOR YOUR RECORDS

☐ PAPERWORK REQUIRED TO RECEIVE PERMIT

- Permit Application Completed
- Contractor or Owner/Contractor Form Completed and signed
- Kitty Hawk Guidelines Form Signed
- Workers Compensation Form Completed and Signed
- All contractor sign offs for applicable trades for the project

☐ LAND DISTURBANCE PERMIT OR EROSION & SEDIMENTATION CONTROL PLAN

- Land Disturbance Permit - Required if:
 - On an undeveloped lot
 - Proposed ground disturbance is less than 5,500 square feet
 - Cutting down trees (only on an undeveloped lot)
- Erosion & Sedimentation Control Plan - Required if:
 - Proposed ground disturbance is 5,500 square feet or greater

☐ SITE PLAN

- Setbacks determined by square feet of heated/living space
- Parking - 1 space per 2 occupants authorized by Dare County Septic Improvement permit or 1 space per 600 sq. ft. of heated space, whichever is lesser. (Minimum 2 spaces)
- Special parking conditions apply in Beach Residential & Beach Commercial zones.
- Maximum lot coverage - 30%
- Site Plan must include current lot coverage and proposed lot coverage. An As-Built Survey will be required before Final Inspection.

☐ Water Tap (Town does not require a copy of water tap.)

- Water Department, 600 Mustian St., Kill Devil Hills, NC, Phone 252-475-5990
- Water tap required by Dare County Health Department before they will issue a Septic Permit.

☐ DARE COUNTY HEALTH DEPARTMENT AUTHORIZATION TO CONSTRUCT

(Required for new construction and when adding any square footage to a property.)

- Dare County Environmental Health, 2601 N Croatan Hwy, Kill Devil Hills, NC, Phone 252-475-5080
- Plans stamped by Dare County Health Department
- Copy of Improvement Permit

☐ **PERMITS FROM CAMA OR ARMY CORPS OF ENGINEERS IF REQUIRED**

- Army Corps of Engineers, Phone 910-251-4555
- CAMA
 - Minor Permits - LPO Office/Kitty Hawk, Rob Testerman, Phone 252-261-3552
 - Major/General Permits- CAMA Office in Elizabeth City, NC Phone 252-264-9301
 - Exemptions - LPO Office/Kitty Hawk, Rob Testerman, Phone 252-261-3552

☐ **BUILDING PLANS**

- 2 Copies
- MUST BE TO SCALE
- Engineering ORIGINAL seal if needed
- NON-Conversion Agreement if needed
- V Zone Certification by Engineer if structure located in VE Zone

☐ **SURETY BOND & CERTIFICATE OF INSURANCE**

- Provide a \$5,000 Surety Bond payable to the Town of Kitty Hawk if job is over \$30,000
- Provide copy of Insurance Certificate for General Liability & Workers Comp

☐ **LIEN INFORMATION**

- Copy of Lien Information to be submitted and posted on Property
- Online Information: www.liensnc.com

NOTES:

Questions, please call the Planning and Zoning Department
Phone: 252-261-3552 Email: info@kittyhawktown.net



Planning and Inspections Department

101 Veterans Memorial Drive PO Box 549, Kitty Hawk NC 27949

Phone 252-261-3552 Fax 252-261-7900

info@kittyhawktown.net

BUILDING INSPECTIONS

RETAIN FOR YOUR RECORDS

- **Temp Pole Inspection - Optional** - Power for temp pole shall not be released unless inspection is done. Dominion Power Work Request number is required
- **Footing Inspection - Required**
- **Piling Inspection - Ground - Required** - Need copy of piling invoice before scheduling
- **Piling Inspection - Installed - Required**
- **Under Slab Inspection - Required** - Plumbing & Wiring uncovered; Plumbing Test (water or air pressure)
- **Pool Bonding Inspection - If Required** - Grid, all cups for ladders & rails; all metal components, coping, underwater lights, etc.
- **Slab Inspection - Optional** - Under house needs to be poured within 2 days of termite treatment
- **Foundation/ Crawl Space Inspection - Required** - Foundation walls/piers in, anchor bolts in with cavities filled. Girders, bands & floor joists in. All strapping & bolting is complete. No sub flooring or floor sheathing installed
- **Sheathing Inspection - Required** - Includes pipes, chimneys, vents, flashing & insulation baffles. All structural components in floors, walls, ceilings and roofs are nailed off. Any required strapping, blocking (structural) and tie-downs in place and nailed off. These steps required before any vapor barrier/wrap on or soffits are installed
- **Rough-In Inspection - All Trades** - Trade Contractors Sign Off Forms are required prior to inspection. Duct Test, Termite Affidavit, Under Construction Elevation Certificate (if applicable) & Height Certificate are required prior to inspection. Fire and draft stopping are also required
 - Plumbing - Test on Water and DWV lines
 - Mechanical
 - Electrical
 - Fuel Gas - Test on gas lines
 - Framing
- **Insulation Inspection - Required**
- **Shower Pan Inspection - Optional** - Non prefab liner installed; drain chopped; pan filled with water
- **Pre-Final /Power Release Inspection - Required** - Dominion Work Request number for permanent power is required. Address is posted on the house. Finished Construction Elevation Certificate is due prior to inspection. Energy Certificate is due prior to inspection; Elevator/Lift Certificate is due prior to inspection. Any required Engineering or V-Zone Certificate is due prior to inspection
- **Final Inspection - Required** - Dare County Environmental Health Department operational septic certificate is due prior to final inspection. As-Built Survey is due prior to final inspection



Planning and Inspections Department

101 Veterans Memorial Drive PO Box 549, Kitty Hawk NC 27949

Phone 252-261-3552 Fax 252-261-7900

info@kittyhawktown.net

INFORMATION REQUIRED ON RESIDENTIAL SITE PLANS

RETAIN FOR YOUR RECORDS

- Title plan "Site Plan"
- Property owner's name
- Property address
- Subdivision name, lot & block numbers
- Dare County Parcel Identification Number (PIN)
- Date of survey
- Legend, North arrow, and vicinity map
- Property lines
- Lot area
- Proposed & existing lot coverage
- Spot elevations of the four corners of house at original grade
- Proposed location of septic tank and lines
- Proposed structures *(including accessory buildings)*
 - House
 - Barns, Sheds, Accessory structures
 - Decks, Porches, Steps & Walkways
 - Pools & Hot tubs
 - Driveways & Parking areas *(Proposed areas for driveways and parking spaces, regardless of surface material, are to be shown on preliminary site plan and as-built. Driveways and parking areas are counted as lot coverage for all districts regardless of surface material.)*
 - ravel
 - Utility Platforms/HVAC units
- Proposed additions *(drawn to scale)*
- Proposed structure setbacks
- Parking calculations *(1 space per 2 occupants authorized by Dare Co. septic improvement permit or 1 space per 600 sq. ft. of heated space, whichever is lesser; min 2 spaces.)*
- Parking layout *(Min. parking space dimensions 9 ft. 6 in. x 18 ft.)*
- Easements
- Wetlands, canals, waterways & bodies of water
- Minimum setback requirements *(show setback lines on site plan, including CAMA setbacks)*
- Proposed square footage of heated space & unheated space *(can be provided on the site plan or permit application)*
- Flood Zone, Base Floor Elevation, and Flood Zone Lines
- Flood Insurance Rate Map (FIRM) panel number and effective date
- Proposed elevation of first habitable floor *(measured from bottom of lowest floor)*
- CAMA lot coverage *(if applicable)*
- Corps of Engineers wetlands recently filled or proposed to be filled *(if applicable)*



Planning and Inspections Department

101 Veterans Memorial Drive PO Box 549, Kitty Hawk NC 27949

Phone 252-261-3552 Fax 252-261-7900

info@kittyhawktown.net

INFORMATION REQUIRED ON RESIDENTIAL AS-BUILT SURVEY

RETAIN FOR YOUR RECORDS

- Title plan "As-Built Survey"
- Property owner's name
- Property address
- Subdivision name, lot & block numbers
- Dare County Parcel Identification Number (PIN)
- Date of survey
- Surveyor's original seal
- Legend, North arrow, and vicinity map
- Property lines
- Lot area
- Percentage of lot coverage
- Approximate location of septic tank and lines
- Structures *(including accessory buildings)*
 - Building
 - barns, Sheds, Accessory structures
 - Decks, Porches, Steps & Walkways
 - Pools, Pool Equipment & Hot tubs
 - Driveways & Parking Spaces *(Proposed areas for driveways and parking spaces, regardless of surface material, are to be shown on as-built. Driveways and parking areas are counted as lot coverage for all districts regardless of surface material.)*
 - Gravel
 - Utility Platforms/HVAC units
- Structure setbacks
- Minimum setback requirements *(show setback lines on site plan, including CAMA setbacks)*
- Parking layout *(Min. parking space dimensions 9'6" x 18"; 1 space per 2 occupants authorized by Dare Co. septic improvement permit or 1 space per 600 sq. ft. of heated space, whichever is lesser; min 2 spaces..)*
- Easements
- Wetlands, canals, waterways & bodies of water
- Flood Zone, Base Floor Elevation, and Flood Zone Lines
- Flood Insurance Rate Map (FIRM) panel number and effective date
- CAMA lot coverage *(if applicable)*
- Corps of Engineers wetlands recently filled or proposed to be filled *(if applicable)*
- Height of house *(Height is measured from the average of 4 corners of the structure at finished grade. This information can be provided on the as-built survey, in the notes of an elevation certificate, or by a certified letter from the engineer/survey)*



Planning and Inspections Department

101 Veterans Memorial Drive PO Box 549, Kitty Hawk NC 27949

Phone 252-261-3552 Fax 252-261-7900

info@kittyhawktown.net

RESIDENTIAL BUILDING PERMIT APPLICATION

ALL TRADE SIGN OFFS MUST BE TURNED IN BEFORE PERMIT CAN BE ISSUED

Property Address _____ PIN # _____

Property Owner Name _____

Mailing Address _____

(City) _____ (State) _____ (Zip) _____

Home Phone _____ Cell Phone _____

E-mail _____

Lien Agent Details Submitted: ☐ Yes ☐ No

Authorized Agent/Contractor

☐ Owner ☐ Builder ☐ Contractor - License # _____

Name _____

Mailing Address _____

(City) _____ (State) _____ (Zip) _____

Home Phone _____ Cell Phone _____

E-mail _____

Subcontractor Information: *A signed affidavit from each subcontractor will be required prior to beginning work*

	Contractor	NC License No.	Phone
Electric	_____	_____	_____
Plumbing	_____	_____	_____
HVAC	_____	_____	_____
Fuel Piping	_____	_____	_____
Irrigation	_____	_____	_____

No work shall be covered or concealed until approved by the Kitty Hawk Building Inspector

General Description of Work: _____

Class Of Work

☐ Single Family ☐ Two Family ☐ ADU ☐ Pool ☐ Other

Type of Occupation

☐ Rental/Spec ☐ Permanent/2nd Home

Type of Action

☐ New ☐ Addition ☐ Remodel ☐ Repair/Replace
☐ Demo ☐ Moving ☐ Other _____

Estimated Cost of Construction (includes value of all labor and all materials): Total Cost - \$ _____

Building - \$ _____ Electrical - \$ _____ Plumbing- \$ _____

Mechanical- \$ _____ Gas - \$ _____ Other - \$ _____

Utilities ☐ Dare County Water ☐ Well

Electric ☐ Underground ☐ Overhead

Amperage _____ Phase _____ Voltage _____

Flood Zone _____ **Base Flood Elevation** _____

Proposed Building Details

No. Stories _____ **Bldg Hight** _____

No. of Existing Bedrooms _____ **No. of Proposed Bedrooms** _____

No of Full Baths _____ **No. of Half Baths** _____

Foundation Type _____ **Roofing Materials** _____

Exterior Finish _____ **Fireplace** ☐ Yes ☐ No

If yes ☐ Wood ☐ Gas ☐ Other

Square Footage	Existing	Proposed
Heated Floor Area	_____	_____ sq ft
Unheated Area	_____	_____ sq ft
Porch	_____	_____ sq ft
Deck	_____	_____ sq ft
TOTAL	_____	_____ sq ft



Planning and Inspections Department

101 Veterans Memorial Drive PO Box 549, Kitty Hawk NC 27949

Phone 252-261-3552 Fax 252-261-7900

info@kittyhawktown.net

GENERAL CONTRACTOR SIGN OFF FORM

GENERAL CONTRACTOR INFORMATION

Qualifier's Name _____

Business Name _____

Business Address _____

Business Phone (Includes Area Code) _____

NC General Contractor License # _____

General Contractor License Limit _____

General Contractor's Email Address _____

Surety Bond (Project Over \$30,000) _____

PROJECT INFORMATION

Property Owner _____

Property Address of Job _____

I, the undersigned, have read and understand the General Statutes pertaining to General Contracting in North Carolina. I hereby affirm or swear I am licensed and qualified to assume all responsibility and liability of a General Contractor upon this project. If I resign or am no longer affiliated with this project, I will notify the local authority (Town of Kitty Hawk Building Inspections) immediately by phone or in person and in writing within three (3) working days.

Signature

Date



Planning and Inspections Department

101 Veterans Memorial Drive PO Box 549, Kitty Hawk NC 27949

Phone 252-261-3552 Fax 252-261-7900

info@kittyhawktown.net

AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE N.C.G.S. § 87-14

The undersigned applicant for Building Permit being the *(initial one)*:

_____ Contractor

_____ Owner

_____ Officer/Agent of the Contractor

do hereby aver under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit *(initial one)*:

_____ has/have three (3) or more employees and have obtained workers' compensation insurance to cover them,

_____ has/have one (1) or more subcontractor(s) and have obtained workers' compensation covering them,

_____ has/have one (1) or more subcontractor(s) who has/have their own policy of workmen's compensation covering themselves,

_____ has/have not 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 may require certificates of coverage of workers' compensation insurance prior to issuance of the permit and at any time during the permitted work form any person, firm, or corporations carrying out the work.

Firm Name _____

Signature _____

Title _____

Date _____



Planning and Inspections Department

101 Veterans Memorial Drive PO Box 549, Kitty Hawk NC 27949

Phone 252-261-3552 Fax 252-261-7900

info@kittyhawktown.net

HOMEOWNER AUTHORIZATION FORM

Property Owner(s) _____

Property Owner(s) Mailing Address _____

Physical Address of the Property where work will be performed

I hereby give authorization to:

(Contractor's Name)

to apply and obtain all permits on my behalf.

Property Owner's Signature

Date

Property Owner's Signature

Date



Planning and Inspections Department

101 Veterans Memorial Drive PO Box 549, Kitty Hawk NC 27949

Phone 252-261-3552 Fax 252-261-7900

info@kittyhawktown.net

BUILDING INFORMATION REQUIRED FOR NEW CONSTRUCTION, ADDITION & DECKS

1. **Story** ☐ 1 story ☐ 1 ½ story ☐ 2 story ☐ 3 story
Siding ☐ Brick veneer ☐ Vinyl/Aluminum siding ☐ Wood ☐ EIFS
2. **Foundation** ☐ Continuous ☐ Piles ☐ Slab
Piles _____ X _____ X _____
Trenching Footing Size _____ wide X _____ deep; **Concrete Thickness** _____ inches
Pier Footing Size _____ X _____ X _____; **Concrete Thickness** _____ inches
Block Size _____ X _____ X _____; **Cap Block Size** _____ X _____ X _____
Maximum Pier Height _____ **Total # rows of piers** _____ **House Width** _____
3. **Exterior girder size** _____ X _____ X _____ with a _____ clear span; **Species** _____
Interior girder size _____ X _____ X _____ with a _____ clear span; **Species** _____
4. **Crawl Space** **Access Door Size** _____ X _____ **Ground Vapor Barrier** ☐ Yes ☐ No
5. ***Floor System** ☐ Double Sheathing **OR** ☐ Tongue & Groove
1st floor joist size _____ X _____, _____ in. o/c. with a _____ clear span
Species ☐ Southern Pine ☐ Spruce/Fir ☐ Lumber Grade _____
2nd floor joist size _____ X _____, _____ in. o/c. with a _____ clear span
Species ☐ Southern Pine ☐ Spruce/Fir ☐ Lumber Grade _____
3rd floor joist size _____ X _____, _____ in. o/c. with a _____ clear span
Species ☐ Southern Pine ☐ Spruce/Fir ☐ Lumber Grade _____
6. **Ceilings** joist size _____ X _____, _____ in. o/c. with a _____ clear span
Species ☐ Southern Pine ☐ Spruce/Fir ☐ Lumber Grade _____
Cathedral Ceiling ☐ Yes ☐ No
7. **Roof System** **Slope** _____ / _____ **Type** ☐ Gable ☐ Hip ☐ Other _____
Trusses ☐ Yes ☐ No _____ in o/c. with a _____ clear span
Ridge Board Size _____ X _____
Rafter size _____ X _____, _____ in. o/c. with a _____ clear span
Species ☐ Southern Pine ☐ Spruce/Fir ☐ Lumber Grade _____

*If all framing members (floor, ceiling joist and rafters) are not of the same size, then all rooms shall be listed on a separate sheet, specifying the above framing members sizes and clear spans of each room.

8. **Attic area** _____ sq. ft. insulation ☐ Batts ☐ Blown-in
Access ☐ Fixed Stairs ☐ Pull Down ☐ Access Hole (_____ X _____)
 # _____ roof vents with _____ sq. in net free area/vent
 # _____ soffit vents with _____ sq. in net free area/vent
TOTAL net free area of attic ventilation _____ sq. in. provided

9. **Structural Steel I-Beam** ☐ Yes ☐ No Size _____ X _____ clear span

10. **Garage** ☐ Yes ☐ No **Door Width** _____
Header Size _____, _____ X _____
Room Over the Garage ☐ Yes ☐ No Proposed use _____
Floor joist size _____ X _____, _____ in o./c. with a _____ clear span
Species ☐ Southern Pine ☐ Spruce/Fir ☐ Lumber Grade _____

11. **Type of Heat** _____ **Location of Unit** _____
 # of Units _____ # of Returns _____
 # of Mini-Splits _____ # of Mini-Split Heads _____

12. **Type of Water Heater** ☐ Electric ☐ Gas **Location** _____

13. **Fireplace** ☐ Yes ☐ No ☐ Masonry OR ☐ PreFab
Fireplace Opening _____ X _____ **Flue Liner Size** _____ X _____
Hearth Extension ☐ 16 in ☐ 20 in ☐ Other _____ in

14. ****Deck** ☐ Yes ☐ No **Dimensions** _____ X _____ **Height above grade** _____
Girder Size _____, _____ X _____ with a _____ clear span between posts
Floor joist size _____ X _____, _____ in o./c. with a _____ clear span
Species ☐ Southern Pine ☐ Spruce/Fir ☐ Lumber Grade _____

15. **Detached Accessory Bldg.** ☐ Yes ☐ No **Dimensions** _____ X _____

****NOTE:** If Decks are not the same size, then all Decks shall be listed on separate sheet, specifying the above framing members sizes and clear spans for each deck.

Submitted by _____ Date _____

Review by _____ Date _____