



Planning and Inspections Department

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

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

permitting@kittyhawknc.gov

COMMERCIAL 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 _____

Tenant Name/Business Name _____

Mailing Address _____

(City) (State) (Zip)

Home Phone _____ Cell Phone _____

E-mail _____

Lien Agent Details Submitted: Yes No Not Required

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	_____	_____	_____
Low Voltage	_____	_____	_____
Sprinkler	_____	_____	_____
Fire Suppression System	_____	_____	_____
Fire Alarm & Detection System	_____	_____	_____

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

General Description of Work: _____

Class Of Work

- Mutli-Family Commercial Building Accessory Bldg. Other _____

Type of Action

- New Addition Remodel Repair/Replace
 Demo Moving Siding Roofing
 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 Private Sewer Septic

Electric Underground Overhead

Amperage _____ Phase _____ Voltage _____

Flood Zone _____ **Base Flood Elevation** _____

Proposed Building Details

No. Stories _____ **Bldg Hight** _____ **No. Units** _____

Foundation Type _____ **Roofing Materials** _____

Exterior Finish _____ **Parking Lot Area** _____

No. Parking Spaces _____ **A/C** _____ **Heat Type** _____

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



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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



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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 _____



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CHECKLIST OF INFORMATION FOR COMMERCIAL BUILDING PERMITS

RETAIN FOR YOUR RECORDS

PAPERWORK REQUIRED TO RECEIVE PERMIT

- Permit Application Completed
- Contractor or Owner/Contractor Form Completed and 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
- Parking
- Maximum lot coverage
- Flood Zones

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

- 3 Copies
- Appendix B
- MUST BE TO SCALE
- Engineering ORIGINAL seal
- 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 DepartmentPhone:

252-261-3552 Email: permitting@kittyhawkncc.gov



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INFORMATION REQUIRED ON COMMERCIAL 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
- 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
- Parking Calculations
- Easements
- Wetlands, canals, waterways & bodies of water
- Approximate location of septic tank and lines
- Minimum setback requirements (Show setback lines on As-Built Survey, including CAMA setbacks)
- Structure Setbacks
- 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*)