



Planning & Inspections Department

101 Veterans Memorial Drive, PO Box 549

Kitty Hawk, NC 27949

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

RESIDENTIAL BUILDING PERMIT APPLICATION

Property Address \_\_\_\_\_ PIN # \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Lien Agent Details Submitted:  Yes  No

Authorized Agent/Contractor

Owner  Builder  Contractor - License # \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Sub-contractor Information: A \$50.00 fee applies to each subcontractor. An affidavit will need to be signed by each subcontractor 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

Please see reverse

**General Description of Work:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Class of Work:**

- Single Family  Two Family  Accessory Bldg.  
 Pool  Other \_\_\_\_\_

**Type of Occupation:**

- Rental/Spec  Permanent/ 2<sup>nd</sup> Home

**Type of Action:**

- New  Addition  Remodel  Repair/Replace  
 Moving  Demo  Other \_\_\_\_\_

**Total Estimated Cost of Construction**

(includes value of all labor and all materials):

\$ \_\_\_\_\_

**Utilities (please circle one):**

Water: Dare Co. / Well

Electric: Underground / Overhead

Amperage \_\_\_\_\_

Phase \_\_\_\_\_

Voltage \_\_\_\_\_

**Flood Zone:** \_\_\_\_\_

Base Flood Elevation \_\_\_\_\_

**Proposed Building Details:**

No. Stories: \_\_\_\_\_ Bldg Height: \_\_\_\_\_

No. of Bedrooms: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

No. of Baths: Full \_\_\_\_\_ Half \_\_\_\_\_

Foundation Type: \_\_\_\_\_

Roofing Material: \_\_\_\_\_

Exterior Finish: \_\_\_\_\_

Fireplace:  Y  N

If yes:  Wood  Gas  Other \_\_\_\_\_

<b>Square Footage:</b>	<b>Existing</b>	<b>Proposed</b>
Heated Living Space:	_____	_____ sq ft
Unheated Space:	_____	_____ sq ft
Porch:	_____	_____ sq ft
Deck:	_____	_____ sq ft
<b>TOTAL:</b>	_____	_____ sq ft

**Staff to Complete FIRM Data:**

Map Panel #: \_\_\_\_\_

Base Flood Elevation (BFE): \_\_\_\_\_

Effective Date: \_\_\_\_\_

Regulatory Flood Protection Elevation: \_\_\_\_\_

**STAFF USE ONLY:**

Date: \_\_\_\_\_

Complete Application:  Y  N

Workers Comp Form: \_\_\_\_\_

Received By: \_\_\_\_\_ Date of Complete Application: \_\_\_\_\_

Lien Agent Info Submitted \_\_\_\_\_



**Town of Kitty Hawk**  
**Planning & Inspections Department**  
 101 Veterans Memorial Drive, PO Box 549  
 Kitty Hawk, NC 27949  
 Phone: 252-261-3552 Fax: 252-261-7900

General Contractor: Name \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 Business Phone(\_\_\_\_) \_\_\_\_\_  
 NC State License # \_\_\_\_\_  
 License Limit \$ \_\_\_\_\_

Project Information: Property Owner \_\_\_\_\_  
 Location of Job \_\_\_\_\_

A surety bond in the amount of five thousand dollars (\$5000.00) payable to the town conditioned upon the completion of construction in accordance with the North Carolina State Building Code and all applicable statutes and ordinances, and the repair of any public facilities, including street, waterlines and utilities which are damaged during the course of construction, where applicable.

**Insurance Company** \_\_\_\_\_

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 Inspector) immediately by phone or in person and in writing within three (3) working days.

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

North Carolina  
 \_\_\_\_\_ County

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_,

My commission expires \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public



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

The undersigned applicant for Building Permit # \_\_\_\_\_ being the  
\_\_\_\_\_ Contractor  
\_\_\_\_\_ Owner  
\_\_\_\_\_ Officer/Agent of the Contractor or Owner

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

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

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

\_\_\_\_\_ has/have one 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 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 out the work.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Town of Kitty Hawk  
Planning & Inspections Department**

101 Veterans Memorial Drive, PO Box 549, Kitty Hawk, NC 27949  
Phone (252) 261-3552 Fax (252) 261-7900

**AGENT AUTHORIZATION FORM**

Property Owner (s) \_\_\_\_\_

Property Owner (s) Mailing Address \_\_\_\_\_

\_\_\_\_\_

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)

Address of Property where work is to be conducted

\_\_\_\_\_

\_\_\_\_\_



## BUILDING INFORMATION REQUIRED FOR NEW CONSTRUCTION, ADDITONS & DECKS

- 1) 1 story \_\_\_\_ 1½ story \_\_\_\_ 2 story \_\_\_\_ 3 story \_\_\_\_  
Siding: Brick veneer \_\_\_\_; vinyl/aluminum siding \_\_\_\_; wood \_\_\_\_; EIFS \_\_\_\_
- 2) Foundation: Continuous \_\_\_\_; Piles \_\_\_\_; Slab \_\_\_\_  
Piles \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_  
Trench footing size \_\_\_\_ wide X \_\_\_\_ deep; concrete thickness: \_\_\_\_ inches  
Pier footing size \_\_\_\_ X \_\_\_\_ X \_\_\_\_ deep; concrete thickness: \_\_\_\_ inches  
Block size \_\_\_\_ X \_\_\_\_ X \_\_\_\_; Cap block size \_\_\_\_ X \_\_\_\_ X \_\_\_\_  
Maximum pier height: \_\_\_\_\_ Total # rows of piers \_\_\_\_ House width \_\_\_\_  
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 \_\_\_\_\_
- 1<sup>st</sup> floor joist size \_\_\_\_ X \_\_\_\_, \_\_\_\_\_ in. o/c. with a \_\_\_\_\_ clear span  
Species: Southern Pine \_\_\_\_; Spruce/Fir \_\_\_\_; Lumber grade \_\_\_\_\_
  - 2<sup>nd</sup> floor joist size \_\_\_\_ X \_\_\_\_, \_\_\_\_\_ in. o/c. with a \_\_\_\_\_ clear span  
Species: Southern Pine \_\_\_\_; Spruce/Fir \_\_\_\_; Lumber grade \_\_\_\_\_
  - 3<sup>rd</sup> 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 \_\_\_\_\_

**NOTE:** 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 for each room.

*Please See Reverse*

8) ATTIC Area: \_\_\_\_\_ sq. ft. Insulation: Batts \_\_\_\_\_ Blown-in \_\_\_\_\_  
 Access: Fixed stairs \_\_\_\_\_ Pull down \_\_\_\_\_ Access Hole \_\_\_\_\_, (\_\_\_\_X\_\_\_\_)  
 # \_\_\_\_\_ roof vents w/ \_\_\_\_\_ sq. in. net free area/vent  
 # \_\_\_\_\_ soffit vents w/ \_\_\_\_\_ 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 returns \_\_\_\_\_

12) Type of water heater: Electric: \_\_\_\_\_; Gas: \_\_\_\_\_; Location: \_\_\_\_\_

13) Fireplace: Yes \_\_\_\_\_/No \_\_\_\_\_; Masonry: \_\_\_\_\_ or PreFab: \_\_\_\_\_

Fire place opening \_\_\_\_\_X\_\_\_\_\_; flue liner size \_\_\_\_\_X\_\_\_\_\_  
 Hearth Extension: 16 in. \_\_\_\_\_ 20 in. \_\_\_\_\_ Other \_\_\_\_\_ inches

\*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: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_



## Town of Kitty Hawk Planning & Inspections Department

101 Veterans Memorial Drive, PO Box 549

Kitty Hawk, NC 27949

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

---

### RESIDENTIAL BUILDING GUIDE

---

*This guide contains planning and zoning related topics that may apply to your project. Additional regulations may also apply. Please consult with staff if you have any questions.*

**AS-BUILT SURVEY:** A residential "as-built" survey shall be required for the certificate of occupancy. It shall include, but not be limited to: the residential structure, accessory buildings, gravel, drives, walkways, pools, any roof over hangs, upper floor fireplace or chimneys, eaves, bay windows, or green house windows, cantilevered decks, cantilevered living areas, porches, decks, stairs or steps, gutters, landing area and similar fixtures and flood zone lines, flood zone and base flood elevation. The "as-built" survey must provide lot coverage calculation. Please reference the checklist "Information Required on a Residential As-Built Site Plan" for a complete list of requirements.

**HEIGHT CERTIFICATION:** **Maximum height of structure is 35 feet or less** measured from the average of the four corners of the structure at original grade. Cupolas, domes, ornamental towers, similar architectural features, and architectural elements housing mechanical equipment are allowed to extend up to 4 feet above the maximum building height when not used for human occupancy. This information can be provided on the as-built plan, in the notes of an elevation certificate, or by a certified letter from the engineer/surveyor.

**LOT COVERAGE:** The proposed project and long term plans for your lot **may not exceed 30% lot coverage**. Lot coverage includes, but is not limited to, the following: structure, accessory buildings, gravel, wooden decks, drives, walkways, pools, cantilevered decks and living area, stairs, landing areas, etc. **Lot Coverage calculations must be shown on "as-built" survey to obtain a certificate of occupancy.**

**STRUCTURES IN REQUIRED YARD SETBACK:** **Only structures 30 inches or less above original grade are allowed in any yard setback.** Absolutely no living space including cantilevered living space, are allowed in any yard setback.

**Exceptions:**

- 1) **Side Yard Setbacks:** 2 feet of eaves, bay windows, or chimneys with no living space and not extended to grade. HVAC units and stands can encroach 5 feet. Fire walls are allowed to encroach into side yard setbacks per North Carolina Building Code.
- 2) **Front Yard Setback:** 4 feet of uncovered deck, including cantilevered decks, and steps.
- 3) **In ground pools and aprons may encroach 5 feet from side and rear property lines.**

**If any unapproved encroachments are shown on the "as-built" survey you will not receive a certificate of occupancy until the matter is resolved.**

**MINIMUM SETBACK REQUIREMENTS:**

House Size	Front Yard Required	Side Yard Required	Rear Yard Required
3000 & under	25 ft.	10 ft.	25 ft.
3001-3500	25 ft.	12.5 ft.	25 ft.
3501-4000	25 ft.	15 ft.	25 ft.
4001-5000	25 ft.	17.5 ft.	25 ft.
5001-6000	25 ft.	20 ft.	25 ft.
6001 & over	25 ft.	25 ft.	25 ft.

**PARKING:** Parking in the Beach and Village Residential zoning districts shall be at a rate of one parking space for every two occupants authorized by the septic improvement permit issued by the Dare County Department of Environmental Health or one parking space per 600 square feet of total heated space, whichever is lesser. A minimum of two parking spaces will be required for any single-family residence. This parking shall be on-site and each parking space shall be a minimum of 9 feet 6 inches in width by 18 feet long. A drive isle of a minimum of 10 feet wide is required in Beach Residential, but not in Village Residential. Stacking of vehicles in areas other than a drive aisle shall be limited to 2 vehicles per stacked lane. Driveways and parking spaces are required to be concrete, asphalt or turf stone for Beach Residential and the driveway entrance to a public or private road shall not exceed 20 feet in width. Village districts may use grass or gravel for driveway/parking surfaces, but any surface will be counted as lot coverage.

**ELEVATIONS AND ELEVATION CERTIFICATE:** **The Town of Kitty Hawk requires a 1 foot freeboard above Base Flood Elevation.** All finished living area shall be above the Regulatory Flood Protection Level (Base Flood Elevation plus 1 foot freeboard). All building utilities including electrical, heating, ductwork, ventilation, plumbing, air conditioning, and fuel piping, must be elevated or protected to the freeboard level and all portions of the building below the freeboard must be constructed using materials resistant to flood

damage. This includes your heat pump stand. If the garage floor is below the freeboard level, the garage must meet the opening requirements for enclosures. An elevation certificate will be required for all construction prior to the rough inspection and before the certificate of occupancy will be issued. **The elevation certificate form must have the date of July 2012 in the bottom left corner.**

**EVERYTHING MUST BE FLOOD RESISTANT:** Everything below Regulatory Flood Protection Elevation must be flood resistant. This includes but is not limited to: floor joist, OSB boards, studs, insulation, HVAC ductwork, electrical wiring, plumbing, gas lines, etc. Nails must be galvanized. All wood must be decay resistant.

**HABITABLE FLOORS:** Single family residential structures shall comply with the following requirements:

- 1) the structure shall not have more than **1 full kitchen** and food preparation area,
- 2) the structure shall have a **minimum roof pitch of 3 feet in 12 feet**,
- 3) the structure shall not exceed a **total height of 35 feet from original grade**.

**FENCES:** The construction of a residential fence shall not have any portion of the fence taller than 6 feet from original grade and shall not be placed in any right-of-way.

**CONDITIONAL USE PERMIT:** A conditional use permit and application is needed if you are proposing a home in a commercial zoning district.

**ON-SITE REQUIREMENTS:** Before beginning construction, a dumpster or similar device shall be placed on site for the disposal of scrap lumber and material. The site shall remain free of blowing debris. A construction entrance must be established prior to construction to protect the existing pavement of town or state roads where applicable. Temporary toilet facilities must be provided on site. However, temporary facilities are not needed on site for crews on a job site for no more than one (1) working day and having transportation readily available to nearby toilet facilities. All construction signs, temporary toilet facilities, construction debris, and temporary poles shall be removed upon completion of any construction and prior to the issuance of the Certificate of Occupancy.

**SURETY BOND FOR ROAD DAMAGE:** A surety bond shall be provided, in the amount of \$5,000.00 payable to the town, for any damage to public rights-of-way or town property, including streets, waterlines, and utilities which may occur during construction. These matters must be settled prior to issuance of certificate of occupancy.

**UNIMPROVED RIGHTS-OF-WAY:** If the new construction is located on an unimproved Town right-of-way, you must obtain a municipal waiver that you acknowledge that public services such as, but not limited to, garbage collection, law enforcement protection and security, fire protection, emergency medical services, solid waste collection, public water utility lines and connections, as well as other government or public services which require access to the above referenced property by a vehicle may be restricted or unavailable.

**ROAD SIDE SWALES AND CULVERTS:** If there is an existing roadside swale, no swale can be filled or reduced in volume by any means. A driveway that crosses a swale must have a culvert that is a minimum of 15 inches in diameter.

**UTILITIES:** All utilities shall be placed underground.

**CAMA OR ARMY CORPS OF ENGINEERS PERMIT:** If any structure is located adjacent to a navigable waterway (ditch or canal), the proper CAMA approval to perform the work must be secured prior to issuance of a building permit. No wetlands can be filled without proper approval from the Army Corps of Engineers. If wetlands have been or will be filled, a copy of your wetlands permit will need to be provided prior to obtaining your building permit.

**EROSION & SEDIMENTATION CONTROL PLAN:** An Erosion and Sedimentation Control Plan is required for ALL land disturbing activities in areas **of greater than 5,500 square feet of disturbance**. The filling of a lot or the runoff from the structure shall not displace water or soil onto adjacent property.

**LAND DISTURBANCE:** If the proposed ground disturbance is **5,500 square feet or less**, a Land Disturbance Permit will be required. Cutting down trees on an undeveloped lot will also require a Land Disturbance Permit.

***I have read the above and understand that they may apply to my project. Failure to meet any of the above conditions shall result in my certificate of occupancy being delayed until the item is corrected.***

---

Signature of Homeowner or Contractor

---

Date



**Town of Kitty Hawk**  
Planning & Inspections Department  
101 Veterans Memorial Drive, PO Box 549  
Kitty Hawk, NC 27949  
Phone: 252-261-3552 Fax: 252-261-7900

## CHECK LIST OF INFORMATION REQUIRED FOR RESIDENTIAL BUILDING PERMIT

### 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

### LAND DISTURBANCE PERMIT OR EROSION & SEDIMENTATION CONTROL PLAN

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

### SITE PLAN

- Setbacks determined by square feet of heated/living space
- Parking – (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. Minimum 2 spaces)
- Special parking conditions apply in Beach Residential & Beach Commercial zones
- Maximum lot coverage – 30.0%

### WATER TAP (*Town does not require copy of water tap*)

- Water Department, 600 Mustian St., Kill Devil Hills, NC, Phone: 252-475-5990
- Water tap required by Health Department before a Septic Permit will be issued

### DARE COUNTY HEALTH DEPARTMENT AUTHORIZATION TO CONSTRUCT

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

### PERMITS FROM CAMA OR ARMY CORPS OF ENGINEERS IF REQUIRED

- Army Corp of Engineers, Phone: 910-251-4555
- CAMA
  - Minor Permits-LPO Officer/Kitty Hawk, Ben Alexander, Phone: 252-261-3552
  - Major/General Permits-CAMA Office in Elizabeth City, NC, Phone: 252-264-3901

### BUILDING PLANS

- 2 Copies
- Must be to scale
- Engineering **original** seal if needed
- V Zone Certification by Engineer if structure located in VE Zone

### SURETY BOND

- Provide \$5000 Surety Bond payable to the Town if job cost is \$30,000 or more

### LIEN INFORMATION

- Copy of Lien Information to be submitted & posted on Property
- Online Information: [www.liensnc.com](http://www.liensnc.com)



Town of Kitty Hawk Planning & Inspections Department  
101 Veterans Memorial Drive, PO Box 549  
Kitty Hawk, NC 27949  
Phone: 252-261-3552 Fax: 252-261-7900

### BUILDING INSPECTIONS – REVISED 01/02/2019

- **Temp Pole - Optional at request of contractor** (power for temp pole will not be released unless inspection done)  
Need NC Power temporary number
- **Footing Inspection – Required** – Trenching, grade stakes, reinforcing steel
- **Piling Inspection – Ground** – Need copy of piling invoice
- **Piling Inspection - Installed**
- **Under Slab – Required**  
Plumbing & wiring uncovered – plumbing test (water or air pressure)  
Includes Pool Bonding - Grid, all cups for ladders & rails, all metal components, coping, underwater Lights, etc.
- **Slab – Optional at the request of contractor** - Under house needs to be poured within 2 days of termite treatment
- **Foundation Inspection, crawl space - Required**  
Piling– Piles on ground with submittal of piling invoice  
Crawl Space/Low Piles (floor less than 4 ft. above grade)  
Foundation walls/piers in, anchor bolts in with cavities filled. Girders, bands, & floor joists in. All strapping and bolting complete. No sub flooring or floor sheathing on. Low piles in, girders, bands, & floor joists in. Any required strapping/bolting complete. No sub-flooring or floor sheathing on.
- **Sheathing – Requested**  
Includes pipes, chimneys, vents, flashing, & insulation baffles. All structural components in floors, walls, ceilings, and roofs and nailed off. Any required strapping, blocking (structural) and tie-downs in place and nailed off. These steps required before any vapor barrier/wrap is on or soffits are installed. (May request multiple inspections)
- **Rough-in – Required**  
(Licensed Trade sign-off sheets required prior to rough-in inspection) – **Duct Test, Termite Affidavit, “Under Construction Elevation Certificate” (if located in a Flood Zone) & Height Certification** (height of house to highest point of structure from original grade (average of 4 corners at original grade)) **are required prior to rough-in inspection. – Fire & Draft stopping are also required.**  
**Plumbing** with test on water & DWV lines  
**Mechanical**  
**Electrical** – also includes Pool Wet Nitch  
**Fuel Gas** with test on gas lines for **Natural Gas**, required Sign-Off Sheet and **pressure amount on gage. LP Gas requires Affidavit & Sign-Off from LP Gas Contractor.**  
Includes any trenching (with piping or wiring installed) before covering
- **Insulation - Required** – After roof and walls are dried in
- **Shower Pan – Optional at request of contractor** - (Non pre-fab) Liner installed, drain capped, pan filled with water
- **Pre-final**
  - Electric release – NC Power permanent power number
  - Address on house – Minimum 4” numbers – Must be visible from road, if not, must be posed at road
  - Original sealed “Finished Construction” elevation certificate w/ color pictures (structure & flood vents)
  - Energy Conservation Certificate (also posted in building)
  - Elevator or Lift Certification (if applicable)
  - Any required engineering certificates (structural, V-Zone, etc.)
- **Final**
- Health Department final inspection and release
- As-Built survey with percentage of lot coverage & parking spaces designated



**Town of Kitty Hawk**  
Planning & Inspections Department  
101 Veterans Memorial Drive, PO Box 549  
Kitty Hawk, NC 27949  
Phone: 252-261-3552 Fax: 252-261-7900

## INFORMATION REQUIRED ON RESIDENTIAL SITE PLANS

- 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 the surface material.*)
  - Gravel
  - 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; minimum 2 spaces*)
- Parking layout (*Minimum 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 flood elevation, and flood zone lines
- Flood Insurance Rate Map (FIRM) panel number and effective date
- Proposed elevation of first habitable floor (*measured from mean sea level*)
- CAMA lot coverage (when applicable)
- Corps of Engineers wetlands recently filled or proposed to be filled (when applicable)



**Town of Kitty Hawk**  
Planning & Inspections Department  
101 Veterans Memorial Drive, PO Box 549  
Kitty Hawk, NC 27949  
Phone: 252-261-3552 Fax: 252-261-7900

### INFORMATION REQUIRED ON RESIDENTIAL AS-BUILT SURVEY

- 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 & 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 the surface material.)*
  - Gravel
  - Utility platforms/HVAC units
- Structure setbacks
- Minimum setback requirements *(show setback lines on as-built survey, including CAMA setbacks)*
- Parking layout *(Minimum parking space measurements 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. Minimum 2 spaces.)*
- Easements
- Wetlands, canals, waterways & bodies of water
- Flood zone, Base flood elevation, and flood zone lines
- Flood Insurance Rate Map (FIRM) panel number and effective date
- CAMA lot coverage (when applicable)
- Army Corps of Engineers wetlands recently filled (when applicable)
- Height of house *(Height is measured from the average of 4 corners of the structure at original 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/surveyor.)*