



TOWN OF KURE BEACH

117 SETTLERS LANE ♦ KURE BEACH, NORTH CAROLINA 28449
TELEPHONE (910) 458-6535 ♦ FAX (910) 458-4269

RESIDENTIAL BUILDING PERMIT APPLICATION

Application is hereby made for a permit to perform the following work which will be done in accordance with the description, survey and plans submitted pursuant to the Town of Kure Beach Zoning Ordinance and North Carolina State Building Code and all other applicable local, state and federal laws and regulations

Property Owner's Name _____ Phone # _____

Project Address _____

Contractor _____ Telephone No. _____

Address _____

Email Address _____

Contractor's License # _____ Classification _____ Owner/Builder Affidavit Y ___ N ___

Project Contact Person _____ Telephone No. _____

Email Address _____

Description of Proposed Work _____

Type of Building: ☐ New ☐ Existing ☐ Addition ☐ N/A

Proposed Construction: ☐ Renovation/Repair ☐ Swimming Pool ☐ Shed ☐ Deck ☐ Other

Property Use: ☐ Single Family ☐ Duplex ☐ Mobile Home

☐ Condominium ☐ Townhouse ☐ Other (Library, Office, Etc.)

Building area: _____ ft² Heated: _____ ft² Unheated: _____ ft²

Area per floor: _____ ft²

Front setback: _____ ft Side setback: _____ ft Rear setback: _____ ft

Building Height: _____ ft No. of Stories _____ Impervious Area: _____ ft² Lot coverage: _____ %

Total Cost of Construction \$ _____

If this property is "non-conforming" or located in a flood zone, The Town of Kure Beach and FEMA require that construction costs CANNOT exceed 50% of the appraised value of the structure. You are required to include with this application, a breakdown of the list of materials, including labor and a drawing of the project.

Utilities:

Water: Public _____ Private _____ Private Health Dept. Permit # _____

Sewer: Public _____ Private _____ Private Health Dept. Permit # _____

Place X and complete additional information for each permit type needed.

_____ Electrical Permit
Contractor Name _____ Telephone No. _____
Address _____ City _____ State _____ ZIP _____

_____ Mechanical Permit
Contractor Name _____ Telephone No. _____
Address _____ City _____ State _____ ZIP _____

_____ Plumbing Permit
Contractor Name _____ Telephone No. _____
Address _____ City _____ State _____ ZIP _____

REQUIREMENTS FOR CONSTRUCTION COSTS \$40,000 OR GREATER

LIEN AGENT

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to issue any permit where the project cost is \$40,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence OR the property owner has designated a lien agent and provided the inspections office with the information below:

Name of Lien Agent: _____ Phone #: _____

Agent's Address: _____

Agent's Email Address: _____

WORKERS' COMPENSATION

Under North Carolina General Statute 87-14, any contractor intending to do work in excess of \$40,000 with three (3) or more employees or on (1) or more subcontractors not covered by their own policies, is required to have Workers' Compensation Insurance. Please check the following applicable categories:

___ 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 insurance to cover them

___ has/have one or more subcontractor(s) who has/have their own workers' compensation insurance to cover themselves

___ has/have not more than two (2) employees and no subcontractors

It is understood that the Building Inspector may require certificates of coverage for workers' 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.

REQUIREMENTS FOR NEW CONSTRUCTION OR USE

- Site plans are needed for all new construction and additions. All site plans must include the following:
 1. Name/address/phone number of the person preparing the plan
 2. Engineer's scale 1"=40 ft or larger
 3. Title block or brief description of project including all proposed uses
 4. Date
 5. North arrow
 6. Property and zoning boundaries
 7. Square footage of the site
 8. Lot coverage (buildings, decks, steps)
 9. Location of all existing and proposed structures and setbacks from property lines of all affected structures to remain on site.
 10. Design of driveways and parking/loading areas with parking spaces individually numbered in sequential order
 11. Adjacent right-of-ways labeled with the street name and R/W width
 12. Location of all existing and/or proposed easements
 13. Any additional information as required by Town staff
 14. HVAC & anything intruding on setbacks
- Construction cannot proceed until after the Building Inspector has approved the Foundation/Piling Survey. The Foundation/Piling Survey must include all setbacks and is required after the foundation inspection. Do NOT proceed with construction until AFTER the foundation survey has been APPROVED.
- Drainage (water retention) arrangements (i.e. perimeter swale, berm) are to be approved through the Public Works Director.
- Prior to obtaining a CO, the following action must be completed:
 1. All driveways are to be inspected before pouring by the Building Inspector.
 2. Address numbers attached to structure/dwelling
 3. Lots must be seeded and/or sodded.
 4. An As-Built Survey for all projects (and an Elevation Certificate if located in a flood zone) prepared by a Registered Land Surveyor is to be submitted to the Town of Kure Beach.
 5. All final inspections (i.e. mechanical, plumbing, electrical) are to be completed and verifications received from New Hanover County Inspection Department PRIOR to scheduling the final building inspection through the Town of Kure Beach. The construction site must also be free of all debris and building materials prior to the final building inspection.

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: _____