

SUBMISSION REQUIREMENTS PERMIT APPLICATIONS AND PLAN REVIEWS

PENDER COUNTY BUILDING INSPECTIONS OFFICE

General Information for Applicants

Permitting Application Process:

The permit application process consists of the following steps:

1. Submission and approval of a Zoning Determination Permit (see Zoning Permit Guide for details).
2. Approval by Environmental Health of Construction Authorization for waste disposal system (see Environmental Health Guidelines for details) or letter from public utility approving connection.
3. Approval by Environmental Health of kitchen plans for non-residential uses with kitchen facilities.
4. Approval of CAMA Permit, if project is in an Area of Environmental Concern.
5. Approval of Sediment/Erosion Control & Storm Water Plans, if project disturbs an acre or more.
6. Approval of Final Zoning Permit.
7. Submission and approval of the building plans.
8. Submission and approval of the building permit application and related information.
9. The information required for each step in the building plan & building permit approval process is itemized below by type of structure.
10. The applicant should also refer to the Pender County “Zoning Permit Guide” and “Information Package And Instruction For Completing Application For Improvement Permit” (Waste Water System) available at the Permitting Offices in Burgaw and Hampstead. These documents and related forms are also available on the Pender County Website at www.pender-county.com click on the appropriate department.

Time Limitations on Validity of Permits:

A building or trade permit expires six (6) months after the date of issuance if the work authorized by the permit has not commenced. A permit automatically expires if the work is discontinued for a period of 12 months. No work authorized by a permit that has expired may be performed until a new permit has been secured. NCGS 153A-358.

Exceptions to Building Permit Requirements:

1. No building permit is required for structures with outside dimensions less than 12' x 12'. (Note a Zoning Permit will be required for such structures.)
2. No building permit will be required for farm buildings.
3. No building permit will be required for construction, installation, repair, replacement, or alteration costing five thousand dollars (\$5,000) or less in any single-family residence unless the work involves: the addition, repair or replacement of load bearing structures, plumbing, mechanical or electrical components or change in exists, exterior wall openings or interior wall location.

Certificate of Occupancy Requirements:

The Pender County Inspections Department must issue a Certificate of Occupancy before an Electric Company can connect power to a permitted structure. In order for the Certificate of Occupancy to be issued all applicable trade permits must have received a final inspection approval, the waste water system Operational Permit issued and any conditions of the Final Zoning Permit completed before the Certificate of Occupancy can be issued, including Flood Elevation Certificate and Foundation Survey (as applicable).

Special Code Requirements:

1. Building over 2500 sq. ft. or costing \$90,000 or more requires a licensed professional's sealed drawings.
2. If the project is known to be in an Area of Environmental Concern, a CAMA permit is required.

Notes for Contractors:

1. If general contractor applicant is requesting permits for trade contractors a signed affidavit from the contractor authorizing the applicant to obtain the permits, along with the trade contractor's license and insurance information is required.
2. When a trade contractor is requesting a permit on his own for a new building, he will need the general construction permit number.
3. Restroom facilities (permanent or temporary) must be available on or within 200 ft. of the construction site.

Structural Remodeling for Commercial or Residential Buildings:

Structural remodeling that involves structural or support systems, exits or interior wall changes will require some plan submission documents. The applicant should consult with a building inspector for plan submissions for the specific project.

Plan Review Document Submission Requirements:

Documents Required To Be Submitted For New Commercial Building Plan Review:

1. The following information should be indicated on or attached to the plans:
 - a. Contractor (or owner as applicable) Name
 - b. Contractor (or owner as applicable) Address
 - c. A single Contractor (or owner as applicable) contact phone number
2. Final Zoning Permit number (the Final Zoning Permit is issued only after Environmental Health approval of a Construction Authorization, approval for connection to an existing system or review for placement of a building)
3. Buildings with Kitchen facilities must submit Environmental Health approval of the Kitchen Plans.
4. Building Plans to include the following:
 - a. Appendix B Building Code Summary for all commercial Projects
 - b. Foundation plan
 - c. Wall sections
 - d. Floor framing details
 - e. Roof framing details
 - f. Elevation drawing or drawings
 - g. Plumbing, Electrical and Mechanical Plans and Specifications
 - h. Sprinkler drawings (if applicable)
 - i. UL assemblies for fire separations (if applicable)
 - j. Engineered pre-fabricated metal buildings will require engineers specifications

Documents Required to Be Submitted for New Residential and Accessory Buildings Plan Review

1. The following information should be indicated on or attached to the plans:
 - a. Contractor (or owner as applicable) Name
 - b. Contractor (or owner as applicable) Address
 - c. A single Contractor (or owner as applicable) contact phone number
2. Final Zoning Permit number (the Final Zoning Permit is issued only after Environmental Health approval of a Construction Authorization, approval for connection to an existing system or review for placement of a building)
3. Building Plans to include the following:
 - a. Foundation plan
 - b. Wall sections
 - c. Floor framing details
 - d. Roof framing details

- e. Elevation drawing or drawings
- f. Engineering specifications on manufactured buildings (if applicable)

Documents Required To Be Submitted For Manufactured Single Unit Accessory Buildings Plan Review

1. The following information should be indicated on or attached to the submission:
 - a. Contractor (or owner as applicable) Name
 - b. Contractor (or owner as applicable) Address
 - c. A single Contractor (or owner as applicable) contact phone number
2. Final Zoning Permit number (the Final Zoning Permit is issued only after Environmental Health approval of a Construction Authorization, approval for connection to an existing system or review for placement of a building)
3. Manufacturer's Certification for Wind Zone Rating for the location, sealed by an engineer. This typically includes generic elevation and framing details. **OR AT LEAST**
4. A description of the building to include size, number of stories and type of construction materials.
5. Plans are not mandatory for anchoring, however if not submitted, anchors must be installed at each corner and 6' on center along each building wall and bolted to the building.

Documents Required To Be Submitted For Manufactured Home Plan Review:

Plan review is not required for manufactured home except when the home is placed on piers or a foundation 40 inches or higher. In that case a foundation plan must be submitted for review prior to issuance of a building permit.

Documents Required To Be Submitted For Modular Home Plan Review

1. The following information should be indicated on or attached to the plans:
 - a. Contractor (or owner as applicable) Name
 - b. Contractor (or owner as applicable) Address
 - c. A single Contractor (or owner as applicable) contact phone number
2. Final Zoning Permit number (the Final Zoning Permit is issued only after Environmental Health approval of a Construction Authorization, approval for connection to an existing system or review for placement of a building)
3. Foundation and anchoring plan.
4. Marriage wall specifications.
5. Factory Certification for Wind Zone Rating.
6. Hinged roof systems will require detail for assembly.

Permit Application Document Submission Requirements For Building Permits:

Documents Required To Be Submitted For Commercial Building Permits:

1. Final Zoning Permit number (the Final Zoning Permit is issued only after Environmental Health approval of a Construction Authorization, approval for connection to an existing system or review for placement of a building)
2. Site plan approved by Zoning & Environmental Health
3. Plans reviewed and signed by inspector or approval on file
4. General Construction Permit Application
5. Appendix A Permit Application Information Sheet
6. Appendix B Building Code Summary (usually submitted on plans)
7. Affidavit of Workers' Compensation Coverage NCGS 87-14
8. Verification of Contractor's license to accommodate project.

Documents Required To Be Submitted for Residential and Accessory Building Permits:

1. Final Zoning Permit number (the Final Zoning Permit is issued only after Environmental Health approval of a Construction Authorization, approval for connection to an existing system or review for placement of a building)
2. Site plan approved by Zoning & Environmental Health
3. Plans reviewed and signed by inspector or approval on file
4. General Construction Permit Application
5. Affidavit of Workers' Compensation Coverage NCGS 87-14
6. Verification of Contractor's license to accommodate project.
 - a) Unlicensed Contractor may obtain building permit for work on contracts with homeowner if the amount is less than \$30,000.
 - b) Homeowner may acquire permit to build his own house or related buildings:
 - 1) Homeowner will accept all responsibilities required to meet compliance of NC codes
 - 2) This structure will be his principle dwelling for at least 12 months or is related to the use of such.
 - 3) Certification for Owner Builder form shall be signed and witnessed.

Documents Required To Be Submitted For Manufactured Single Unit Accessory Building Permits

1. Final Zoning Permit number (the Final Zoning Permit is issued only after Environmental Health approval of a Construction Authorization, approval for connection to an existing system or review for placement of a building)
2. Site plan approved by Zoning & Environmental Health
3. Plans, specifications or description of structure, reviewed and signed by inspector or approval on file
4. General Construction Permit Application
5. Affidavit of Workers' Compensation Coverage NCGS 87-14
6. Verification of Contractor's license to accommodate project.
 - a) Unlicensed Contractor may obtain building permit for work on contracts with homeowner if the amount is less than \$30,000.
 - b) Homeowner may acquire permit to build his own house or other structure:
 - 1) Homeowner will accept all responsibilities required to meet compliance of NC codes
 - 2) This structure will be used in conjunction with his principle dwelling.
 - 3) Certification for Owner Builder form shall be signed and witnessed.

Documents Required To Be Submitted For Manufactured Home Permits:

1. Final Zoning Permit number (the Final Zoning Permit is issued only after Environmental Health approval of a Construction Authorization, approval for connection to an existing system or review for placement of a building)
2. Site plan approved by Zoning & Environmental Health
3. Manufactured Home (Mobile Home) Permit Application Completed
4. Verification of Contractor's license to accommodate project.
 - a) Unlicensed Contractor may obtain building permit for work on contracts with homeowner if the amount is less than \$30,000.
 - b) Homeowner may acquire permit to build or install his own house:
 - 1) Homeowner will accept all responsibilities required to meet compliance of NC codes.
 - 2) The structure will be his principle dwelling for at least 12 months.
 - 3) Certification for Owner Builder form shall be signed and witnessed.

Documents Required To Be Submitted For Modular Home Permits:

1. Final Zoning Permit number (the Final Zoning Permit is issued only after Environmental Health approval of a Construction Authorization, approval for connection to an existing system or review for placement of a building)
2. Site plan approved by Zoning & Environmental Health
3. Plans reviewed and signed by inspector or approval on file
4. General Construction Permit Application
5. Affidavit of Workers' Compensation Coverage NCGS 87-14
6. Verification of General Contractor's license to accommodate project
 - a) A licensed set-up contractor may acquire this permit after presenting a \$5000 surety bond
 - b) Homeowner may acquire permit to build or install his own house:
 - 1) Homeowner will accept all responsibilities required to meet compliance of NC codes.
 - 2) The structure will be his principle dwelling for at least 12 months.
 - 3) Certification for Owner Builder form shall be signed and witnessed.