

PERMIT # _____ PROJECT ADDRESS: _____

General Contractor		Owner	
Email		Email	
Phone		Phone	
APPLICATION REQUIREMENTS		CERTIFICATE OF OCCUPANCY	
Planning Department: (RCVD: _____)	Date Received	Permit Issued	
<input type="checkbox"/> Zoning-Flood Application	_____	_____	
<input type="radio"/> CAMA Permit # _____ - _____			
<input type="radio"/> Elevation Certificate			
<input type="radio"/> Plot Plan- Parking Plan			
<input type="radio"/> V Zone Certification			
<input type="radio"/> Foundation Plans (<i>see Eng. Bldg Plans</i>)			
<input type="radio"/> NTB Driveway Application			
<input type="radio"/> Eng. Stormwater Plans (if concrete d/w)			
<input type="radio"/> NCDOT Driveway Permit (if "spec house")			
Building Inspections:	Date Received	Permit Issued	
<input type="checkbox"/> Building Permit Application	_____	_____	
<input type="radio"/> Engineered Building Plans (2 sets)			
<input type="radio"/> Temporary Power Application			
<input type="radio"/> Lien Agent			
<input type="radio"/> Water Tap (paid)			
<input type="radio"/> Septic/Sewer Permit			
<input type="radio"/> Affidavit of Workers Comp			
<input type="radio"/> Signed Agreement of Application Terms			
DURING CONSTRUCTION			
Elevation Certificate-7 Day (before ANY structural inspections can be made) _____			

Required Documents:

Elevation Certificate (final construction) _____

Plot Plan (as-built) _____

Sewer-Septic (final) _____

Pile Embedment Certification _____

Elevator Certification _____

Verification of Windows/Glazing _____

Energy Efficiency Certificate _____

NOTES:

INSTRUCTIONS TO PERMITTING OFFICES

(PER N.C. GEN. STAT. §§44A-11.1, 44A-11.2, 160A-417, 153A-357, and 87-14)

Effective April 1, 2013, North Carolina law will require that an owner (or, as typical with permit applications, the contractor on their behalf) appoint a lien agent when they first contract for improvements to real property. A lien agent is a title insurer or agent also registered as a lien agent with the NC Department of Insurance.

However, the appointment is *not* required for improvements:

- (1) for which the costs of the undertaking are less than \$30,000, either at the time that the original building permit is issued or, in cases in which no building permit is required, at the time the contract for the improvements is entered into with the owner,
- (2) to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that is used by the owner as a residence; or
- (3) for which first furnishing of labor or materials at the site is prior to April 1, 2013.

The identification and contact information for the lien agent must be in 3 places:

- (1) “conspicuously set forth in the permit or in an attachment thereto”
- (2) Maintained in the inspection department “in the same manner and in the same location in which it maintains its record of building permits issued” and
- (3) “conspicuously and continuously posted on the property for which the permit is issued until the completion of all construction”

A website created specifically and solely for purposes of facilitating the filings of appointments of lien agents, the filing of notices to lien agents by potential lien claimants, and searching for these filings will be available April 1, 2013, at www.liensnc.com. So when the owner (or contractor on their behalf) appoints a lien agent through the LiensNC system, it will generate an Appointment of Lien Agent document or form for the property and project, which will include the following information:

- Designated Lien Agent and contact information (c/o LiensNC)
- Unique Entry or Identifying number for the Project
- Owner and contact information
- Contractor (if one)
- Instructions for the owner and/or contractor to post at the property and provide to the permitting office
- “QR Code” for easy access to the property information in the LiensNC system

The lien agent information form or document printed from the LiensNC website can be attached to the building permit application and building permit, for it will include the required information the permit office will need.

For further information regarding the LiensNC website, feel free to contact LiensNC, LLC, c/o Nancy Ferguson, President, at Chicago Title Company, LLC, 800-445-9983 or Nancy.Ferguson@ctt.com.

LIEN AGENT INFORMATION

Effective April 1, 2013

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 \$30,000 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: _____

Mailing Address: _____

Physical Address: _____

Telephone: _____ Fax: _____

Email: _____

Unique Entry or Identifying Number for the Project: _____

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

Excerpt from North Carolina G.S. 16A-417

No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued.

Sec. 6.05 OFF-STREET PARKING AND LOADING REQUIREMENT

- (A) Permanent off-street parking spaces shall be indicated on plans submitted for review and provided on the lot in accordance with the following requirements prior to the completion of construction of any building or structure, or at the time any principal building or structure is enlarged or increased in capacity by adding dwelling units, bedrooms or before conversion from one zoning use or occupancy to another.
- (B) Storm water run-off standards are required for all off-street parking and driveways for the purpose of protecting surface water and ground water quality, to protect and promote public health, safety, and general welfare with guided plans that limit storm water run-off, pollutants, road ponding, and environmental concerns and to avoid any further problems. The developer shall provide surface water drainage plans. These plans shall indicate storm water drainage supported by design computations. The design shall conform to the standards as required by NCDOT, NCDWQ or other regulatory state agency.
- (1) Permanent off-street parking spaces and driveways shall be graded and paved with gravel, porous concrete, porous paving or an open-face paving block over sand and filter-cloth base. If non-porous material is used to construct the parking area or driveway on the property an engineered storm water plan must be submitted as a supplement to the plat plan.
- (2) Applicants must prove to the Planning Department that adequate measures have been taken to contain the first inch and a half (1 ½) of rainfall in a twenty-four (24) hour period.
- (3) The engineered storm water plan for driveways is not allowed on any property located in any Outstanding Resource Water (ORW) Area of Environmental Concern (AEC). The state requirement of 25% percent built-upon will remain in effect.

North Topsail Beach Residential Construction Permitting Procedures

The Inspections Departments intent is to expedite your application as quickly as possible. It is imperative that you review your package carefully prior to submission. We always attempt to review the package concurrently within the Staff's review responsibilities. This requires a **complete** application.

Section I: The following information shall be submitted with your Building Permit Application

1. Completed and approved CAMA permit
2. Completed Flood Plain Development Application
3. Completed Zoning Permit Application
4. Current Plot plan/Property survey from a NC licensed land surveyor
5. Completed Building, Electrical, Plumbing and Mechanical Permit Application
6. Completed Elevation Certificate from a NC Licensed land surveyor
7. Completed V-zone certification from a NC Registered Design Professional
8. Two (2) sets of Engineered Building Plans w/ Foundation System and those requirements shown in Section II below
9. Paid Sewer service permit or Septic approval from Onslow County

Section II: All Plans shall include, but not limited to the following details

1. Pile foundation layout with required depths and loading requirements (Design and installation is the responsibility of the Engineer of record, a Final Letter of approval must be provided)
2. Floor System details: Girder sizes, spacing, fastening and Manufacturer's documentation as required; Floor truss documentation or Joist sizing, spacing, loading
3. Wall systems shall be designed where exceeding the current NC Residential Codes; Indicate stud sizing, spacing, jack studs/king studs required, header sizing, shear wall requirements; Wood structural panels shall be as designed or prescriptively by default
4. Roof System Details shall include Manufactured Truss drawings/ Lay-out/ Rafter sizing, High Wind zone uplift tie-down requirements/ All bracing details/ Roof Decking material, sizing, fastening (NOTE: Max building height is presently 48')
5. Deck construction details shall be shown to include Bolting, bracing, cantilevers, joists span, sizing
6. X-bracing for the Pile system to be shown with construction details (Avoid bracing parallel to the ocean and at the interior side of breakaway walls)
7. All pile to girder connections, required bolts, strapping, notching as necessary
8. Breakaway walls to be by PE Design (Indicate on plans and V-zone certificate)
9. Flood vents required if in a mapped AE zone with V-zone construction standards
10. Include Crossover design if applicable to include Pile installation
11. Include information pertaining to the following: Attic ventilation, Insulation to be used, Window and Door data for DP rating and windborne debris protection; Show All platforms and stairs used for HVAC and/or electrical system access on all plans/plot plans

Section III: The following are steps to receive your Permit

1. All required documentation must be signed and sealed as required and on hand for permit issuance
2. All permits shall be issued pursuant to NC General Statutes and Rules governing the valid issuance of all permits (NOTE: You may contact the Town Permitting Specialist to inquire as to the current status of your permit application)
3. All permits shall be paid for prior to issuance and shall be signed for by the appropriate permit holder
4. All Fee's shall be calculated based on the current approved Fee Schedule adopted by the Towns Board of Alderman
5. All changes to your original permit and or plans must be done through the Inspections Department to include any change in contractors and approved plans
6. All homeowners permitted to construct their own home shall comply with the rules as outlined by the NC General Contractors Board (GS 87-14) to provide a notarized exemption affidavit prior to issuance of any permits

Section IV: After the Permit is Issued

1. All job sites will have a weather-proof job box for Permits and required paperwork
2. All job sites shall have an approved trash container
3. All job sites shall have an approved porta-john facility prior to t-pole or girder inspection
4. All Inspection requests shall be scheduled the day prior to any needed inspection
5. The permit holder is responsible to ensure a 7-day elevation certificate is provided to alert the Zoning/Flood administrator for inspection; ensure the surveyor places the PK nail as required
6. All construction sites requiring inspection above grade will be required to provide OSHA Compliant stairs or ladders for access. The Inspector shall not risk utilizing un-safe ladders, steps or stairs to accomplish any inspections

Section V: Requirements for the Certificate of Occupancy

1. A final inspection in all trades with all required documentation on hand
2. A final CAMA, Zoning and Flood inspection
3. All Final Documentation must be available prior to applying for a Certificate of Occupancy and a Building Final Inspection; a Final check of all documents needed may be obtained from the Towns Permitting Specialist and to ensure that all final inspections are scheduled accordingly and approval obtained

PLAN REVIEW CHECKLIST FOR SFR Construction

Documents must address/include the following:

1. VE ZONE/ WIND SPEED 130 MPH/ EXPOSURE C/ 3 Sets of Sealed Plans
2. Since all homes constructed in North Topsail are on pilings all loads must line up with piles or transfer to a properly supported and sized girder.
3. The transfer of all loads from top to bottom must be accounted for as prescriptive header and girder tables are based on uniform loading, girders subject to concentrated loads must be by qualified design.
4. Floor construction and loading to be shown on plans
5. All bearing reactions 3000 lbs or less are deemed to be in compliance with the prescriptive codes.
6. 3,000-15,000 lbs. can be calculated from the WTCNC tables and submitted as part of the construction plans for verification of loads by the registered design professional that must certify the V-zone certification and the Piling plan. Need to show bearing requirements for all girders, headers with stud support required.
7. Any reactions exceeding 15,000 lbs must be designed by a registered design professional.
8. The Piling plan must indicate size, location, depth, kips/capacity for all piles and specific details pertaining to splices, girder attachments, X-bracing (Consider this when planning for any breakaway walls). This office requires that the pile installer document all pile installation and provide this data to the SEOR of the pile plan for final approval.
9. Roof construction to be shown on plans
10. Sealed Truss papers (to include lay-out) must be submitted or sealed lay-out created by SEOR, or signed, dated shop drawing stamp of the SEOR on truss Manufacturers lay-out.
11. Door and window schedule to show egress requirements and to plan for windborne debris.
12. Protection for all windows.

13. All walls below BFE to be designed as breakaway walls by registered design professional.
14. Elevator shaft construction to be shown on plans and certified as to structural integrity due to water and wind loading.
15. Maximum building height is 48' as measured from the top of lowest non-structural slab, this must be indicated on the Final Elevation certificate in the remarks section.
16. Indicate any non structural slab on plans and required frangible cuts.
17. Contractor must provide all required documentation related to special materials to be used, to include Spray-foam insulation (We will provide our minimum requirements) Roof covering installation, below BFE wall coverings, etc.

THIS LIST MAY NOT INCLUDE ALL REQUIREMENTS THEREFORE WE HIGHLY RECOMMEND A SIT DOWN PLAN REVIEW CONFERENCE WHEN POSSIBLE

This generally avoids last minute changes or requirements that may be missed.

IF THE DWELLING IS LOCATED IN A SUBDIVISION/NEIGHBORHOOD WITH A HOMEOWNERS/PROPERTY OWNER ASSOCIATION, PLEASE MAKE SURE YOUR PLANS DO NOT CONFLICT WITH HOA/POA COVENANTS.

Piling Installation Requirements

The NC Residential Building Code requires that Piling systems in the VE Zone as adopted by the Town of North Topsail Beach be designed by a Registered Design Professional. The design and Installation must be certified in accordance with Section R324.3 .6

Chapter 45, section 4503.8 requires All piling installation to be by Auger, Jetting, or Drop Hammer. All pilings shall receive a Final set by Drop Hammer or other approved Methods acceptable to the Building Inspector!

The Piling Installer shall submit to the Town Building Inspector a copy of the piling Embedment letter and a Copy to the SEOR (Structural Engineer of Record) for Final Certification of the Homes Foundation. The SEOR shall make any necessary adjustments/corrections deemed necessary to achieve the required support for the Home. This Final certification relies on that data submitted as deemed necessary by the SROR to determine any and all Load calculations.

IT WILL BE THE SEOR'S RESPONISBILITY TO DETERMINE THAT DATA DEEMED AS NECESSARY TO MAKE THE REQUIRED DETERMINATIONS FROM THE PLANS THAT HAVE BEEN SUBMITTED FOR PLAN REVIEW.

As part of the Piling Plan You will need to indicate that information/data you require to make your decision from such as minimum depth, kips per piling, etc.

Jimmy Canady
Building Codes Administrator



Town of North Topsail Beach

ZONING & FLOODPLAIN DEVELOPMENT APPLICATION

NOT VALID UNLESS SIGNED BY APPLICANT

Application shall be made prior to any development activities located within the Town of North Topsail Beach. The following items may be required with the application for a zoning and floodplain development permit: **7** A plot plan drawn to scale; **7** V-Zone Certification with accompanying plans and specifications verifying the engineered structure and any breakaway wall designs; and **7** an Elevation Certificate.

I HEREBY CERTIFY THAT 1) ALL INFORMATION IN THIS APPLICATION IS CORRECT AND ALL WORK WILL COMPLY WITH NTB TOWN CODE AND ALL OTHER APPLICABLE STATE AND LOCAL LAWS AND ORDINANCES AND REGULATIONS. THE PLANNING DEPARTMENT WILL BE NOTIFIED OF ANY CHANGES IN THE APPROVED PLANS AND SPECIFICATIONS FOR THE PROJECT PERMITTED HEREIN; 2) I FURTHERMORE CERTIFY THAT I AM AUTHORIZED TO GRANT, AND DO IN FACT GRANT PERMISSION TO NTB ZONING & FLOODPLAIN ADMINISTRATOR AND HIS OR HER AGENT(S) TO ENTER ON THE PROPERTY NOTED ON THE NTB PERMIT(S) FOR THE PURPOSE OF INSPECTIONS; 3) I, THE UNDERSIGNED, UNDERSTAND THAT THE ISSUANCE OF A FLOODPLAIN DEVELOPMENT PERMIT IS CONTINGENT UPON THE ABOVE INFORMATION BEING CORRECT AND THAT THE PLANS AND SUPPORTING DATA HAVE BEEN OR SHALL BE PROVIDED AS REQUIRED. I ALSO UNDERSTAND THAT THE PRIOR TO OCCUPANCY OF THE STRUCTURE BEING PERMITTED, AN ELEVATION AND/OR FLOODPROOFING CERTIFICATE SIGNED BY A PROFESSIONAL ENGINEER OR REGISTERED LAND SURVEYOR MUST BE ON FILE WITH THE INSPECTION DEPARTMENT INDICATING THE "AS BUILT" ELEVATIONS IN RELATION TO MEAN SEA LEVEL (MSL). 4) I AM THE **OWNER/AGENT/CONTRACT PURCHASER/LESSEE (CIRCLE ONE)** AND BY SIGNATURE AUTHORIZE SUBMITTAL OF THIS APPLICATION.

OWNER _____ **SIGNATURE** _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
PHONE _____ EMAIL _____

APPLICANT _____ **SIGNATURE** _____
BUSINESS _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
PHONE _____ EMAIL _____

SITE DATA
PHYSICAL ADDRESS _____ TAX PARCEL ID # _____
ZONING _____ SETBACKS: FRONT(FT): _____ SIDE(FT): _____ REAR(FT): _____ OTHER(FT): _____
LOT SIZE (SQ FT) _____ TOTAL PROPOSED IMPERVIOUS SURFACE (SQ FT) _____

APPLICATION FOR THE FOLLOWING DEVELOPMENT ONLY:

- | | | | |
|-----------------------------------------------|------------------------------------------------|------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Excavation | <input type="checkbox"/> Road Construction | <input type="checkbox"/> Residential Construction | <input type="checkbox"/> Replace HVAC |
| <input type="checkbox"/> Fill | <input type="checkbox"/> Driveway Construction | <input type="checkbox"/> Nonresidential Construction | <input type="checkbox"/> Mechanical/Electrical |
| <input type="checkbox"/> Grading | INCLUDE ENG SW PLANS | <input type="checkbox"/> Addition | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Utility Construction | | <input type="checkbox"/> Renovation | |

DESCRIPTION OF WORK _____

FIRM DATA:

FLOOD MAP# _____ FLOOD ZONE: ☐ VE ☐ AE CBRS: ☐ YES ☐ NO
BFE(FT): _____ Regulatory flood elevation plus 2FT freeboard (FT): _____
STRUCTURE BUILT AFTER JULY 2, 1987 ☐ YES ☐ NO

DEVELOPMENT STANDARDS DATA:

- ELEVATION IN RELATION TO MEAN SEA LEVEL (MSL) AT OR ABOVE WHICH THE LOWEST FLOOR (INCLUDING BASEMENT) MUST BE CONSTRUCTED _____ FT.
- ELEVATION IN RELATION TO MEAN SEA LEVEL (MSL) AT OR ABOVE WHICH ALL ATTENDANT UTILITIES TO INCLUDE, BUT NOT LIMITED TO, ALL HEATING, AIR CONDITIONING AND ELECTRICAL EQUIPMENT MUST BE INSTALLED _____ FT.
- WILL GARAGE BE USED FOR ANY PURPOSE OTHER THAN PARKING VEHICLES, STORAGE OR BUILDING ACCESS? ☐ YES ☐ NO
- PROPOSED METHOD OF ELEVATING THE STRUCTURE _____
- WILL ANY WATERCOURSE BE ALTERED OR RELOCATED AS A RESULT OF THE PROPOSED DEVELOPMENT? ☐ YES ☐ NO
- TOTAL AREA OF OPENINGS REQUIRED : _____ (1 SQ. INCH PER SQ. FT OF ENCLOSED FOOTPRINT AREA BELOW BFE).

NORTH TOPSAIL BEACH
DRIVEWAY PERMIT

2008 Loggerhead Court
North Topsail Beach, NC 28460
910-328-1349

This permit is in accordance with the North Topsail Beach Zoning Ordinance

OWNERS NAME: _____

Project Address: _____

Mailing Address: _____

Telephone: NTB: _____ Other: _____

Signature: _____

Contractor: _____ Telephone: _____

NC License # _____ NTB Privilege Lic # _____

Estimated Cost of Project: _____

Square Footage of Drive: _____

Foot Print of Structure: _____

AEC: _____ CAMA Permit#: _____

NTB Zoning Administrator

Approved; _____ Date

Attach Engineered Storm Water and Survey



Town of North Topsail Beach

Permit # _____

Date: _____

Address _____

In accordance with the current edition of the North Carolina State Building Codes, all windows/glazing in buildings located in windborne debris regions **Shall** have glazed opening protection for windborne debris, commonly referred to as High Impact Glazing.

The exception allowed by the State Building codes as the Minimum Acceptable: Wood structural panels with a minimum of 7/16" thickness and a maximum span of 8' **Shall** be permitted for opening protection in one and two story buildings on Pilings. (Maximum MRH 33')

All panels shall be pre-cut for attachment to the framing surrounding the opening in accordance with the fastening schedule provided in the State Building codes (T R301.2.1.2 and T 1609.1.2) and **Shall be** marked to indicate their location for installation.

Verification of all required panels was provided by the Contractor, Installer, Homeowner as indicated below:

Name of contractor/installer/homeowner: _____

I certify that all required panels and hardware have been provided for the above listed address:

Signature: _____

The Building Owner shall remove any covering installed over Emergency Escape and Rescue openings prior to occupying the rooms required per NC Residential Code Section R310.

Signature: _____

Jimmy Canady
Building Codes Administrator

NORTH TOPSAIL BEACH INSPECTIONS DEPARTMENT
2008 LOGGERHEAD COURT
NORTH TOPSAIL BEACH, NC 28460
(910) 328-1349

TEMPORARY POWER AUTHORIZATION

PROJECT ADDRESS: _____
NORTH TOPSAIL BEACH, NC 28460

I, _____ do hereby apply for temporary power for the above referenced address; power will be provided to the following: Entire Home Circuits; Mechanical Systems only; or as listed _____. In order to repair/complete this structure to meet all state codes and local ordinances as allowed per the requirements listed herein being met: 1) The service wiring and equipment, including the meter socket enclosure, shall be installed, the service wiring terminated, and the service equipment covers installed. 2) The portions of the electrical system that are to be energized shall be complete and physically protected. 3) The grounding electrode system shall be complete. 4) The grounding and the grounded conductors shall be terminated in the service equipment. 5) At least one receptacle outlet with ground fault circuit interrupter protection for personnel shall be installed with the circuit wiring terminated. 6) The applicable requirements of the North Carolina Electrical Code apply. The Applicant shall maintain the Energized Electrical System in a secured and locked manner or under constant supervision to exclude unauthorized personnel. Additionally, I realize that temporary power is only granted for a **30 day period** of time and that I must request an inspection of this property within that 30 day period or the **utilities will be disconnected**.

In asking permission from the Town of North Topsail Beach for temporary power, I hereby release and absolve the Town of North Topsail Beach from all responsibility or liability, and I will further hold the Town of North Topsail Beach and/or its agents forever harmless as a result of the connection of utilities to the above referenced location.

Authorized Agent and/or Property Owner

Date

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 swear 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 insurance 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 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.

Print Name

Company Name

Signature

Date

**Town of North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, NC 28460
910-328-3186**

AGREEMENT OF BUILDING APPLICATION TERMS

Please read and **initial** each of the following.

_____ I understand the Town of North Topsail Beach has established a 2' freeboard for structures (see definitions), which establishes the lowest horizontal member and/or piece of service equipment at least 2' above Base Flood Elevation.

_____ I understand that concrete driveways may be allowed in the Town of North Topsail Beach with a concrete driveway permit issued by the Planning Department. I understand that I must have a permit prior to pouring any concrete.

_____ I understand an Elevation Certificate must be submitted to the Building Inspections Department within 7 days of the establishment of the lowest floor. I understand the Registered Land Surveyor is required to place a permanent reference mark, such as a PK NAIL on any pile on the North side of the house. **I understand the 7-day Elevation Certificate must be submitted prior to ANY structural Inspections.**

_____ I understand the North Topsail Beach Inspections Department require a minimum of 24 hours notice for any and all inspections. I understand it is the duty of the contractor to pre-schedule and ensure the completion of all inspections. I understand failure to adequately request inspections will likely result in Stop Work Orders and/or potential fines.

_____ I understand that under section 305, Volume 1-A, of the NC State Building Code, it is the contractor's responsibility to conform to the technical codes for installation or repairs of building system(s), as well as comply with all applicable State and Local rules and regulations.

_____ I acknowledge that the Town of North Topsail Beach does not provide municipal wastewater or municipal water systems. I understand that the Town of North Topsail Beach has the authority to issue Building Permits and will process new residential construction permit application upon receipt of the adopted fee, will provide inspections during the construction process and will issue a Certificate of Occupancy upon final connection of the above utilities, compliance with a final inspection and compliance with all Local, State and Federal rules and regulations.

I have read and initialed each of these statements and understand that should I have any questions I may speak to the Building Inspections Department.

Print Name

Signature/Date

Project Address

**North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, NC 28460
910-328-3186**

Permit Number	Project Address
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Home Owner _____

Mailing Address _____

Signature _____ **Telephone Number** _____

CONTRACTORS

General Contractor _____

Telephone Number _____ **State License #** _____

Signature _____ **Local Privilege License #** _____

E-Mail Address: _____

Electrical Contractor _____

Telephone Number _____ **State License #** _____

Signature _____ **Local Privilege License #** _____

Mechanical Contractor _____

Telephone Number _____ **State License #** _____

Signature _____ **Local Privilege License #** _____

Plumbing Contractor _____

Telephone Number _____ **State License #** _____

Signature _____ **Local Privilege License #** _____

Insulation Contractor _____

Telephone Number _____ **Local Privilege License #** _____

Signature _____

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North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, NC 28460
910-328-3186

Gas/LP Contractor _____

Telephone Number _____ Local Privelege License # _____

Signature _____ State License # _____

Description of work _____

Elevator Y/N _____ # of Firepalces _____

of Bathrooms _____ # Bedrooms _____ Est. Cost of Project \$ _____

Heated Sq. Ft. _____ Decks/Crosswalk Sq. Ft. _____ Garage/StorageSq. Ft. _____

****100.00 fine for not scheduling a final inspection****

Office Use

Approved By: _____ Date _____

Comments: _____

Total Cost of Permit \$ _____ Date Paid _____ Reciept # _____

PLURIS, LLC

Pluris, LLC Policy Governing Wastewater Taps

Presented in the following are Pluris guidelines and procedures for serving potential customers in the North Topsail and Sneads Ferry area.

- o Once the availability of wastewater lines to serve the applicant has been verified, the applicant can request a Wastewater Permit Authorization Form from Pluris. For "mainland" properties, the applicant must provide Pluris with the total number of bedrooms planned. For "island" properties (east of the intercoastal waterway), the applicant must provide Pluris with a signed affidavit from a State of North Carolina licensed civil engineer or licensed architect indicating the total number of habitable rooms planned in accordance with the North Carolina Division Water Quality's 2T Rules (15A NCAC02T . 0114 Wastewater Design Flow Rates). Residential property on barrier islands and smaller communities located southeast of the Atlantic intercoastal waterway shall use 120 gallons per day per habitable room. Habitable rooms shall mean a room or enclosed floor space used, or intended to be used, for living or sleeping. Exclusions include kitchens and dining areas, bathrooms, shower rooms, water closet compartments, laundries, pantries, foyers, connecting corridors, closets, and storage spaces.
- o With the issuance of a wastewater permit authorization form from Pluris, the applicant has up to 60 days to obtain a building permit from the appropriate governmental entity. Once a building permit has been issued and a copy provided to Pluris, Pluris will then charge a tap fee and issue a wastewater permit. This total fee will include the cost of all addition bedrooms or habitable rooms that have been added as well as any additional cost of lines or pump stations. If the building permit is allowed to expire, the wastewater permit will be revoked and the tap fee returned. Once the wastewater permit is issued and the structure built, the applicant will notify Pluris and Pluris will inspect the wastewater connection including the mandatory elder valve and providing the work is approved by Pluris, a certification of completion will be provided by Pluris in order to receive the final certification of occupancy from the appropriate governmental entity.
- o If an existing available wastewater line is not present to serve the property in question, the applicant may determine to proceed with a new wastewater line extension at his or her sole expense. The applicant must have a State of North Carolina licensed civil engineer certify the wastewater line extension has been designed to Pluris specifications and submit an extension application for approval to the North Carolina Division of Water Quality ("NCDWQ") within 30 days. Upon the NCDWQ's approval, the new wastewater line extension construction must be completed along with the engineer's certification of the wastewater line extension in a timeframe, not exceeding 12 months following the NCDWQ's approval.



Phone: 888.758.7471 – Option 1 for Customer Care

Email: customercare@plurisusa.com

Address: 1095 Hwy 210

Sneads Ferry, NC 28460

(directly across the street from Smith Dental)

APPENDIX 1

RESIDENTIAL REQUIREMENTS

Appendix 1.1. Energy Efficiency Certificate (Section 401.3)

**TABLE 401.9
ENERGY EFFICIENCY CERTIFICATE**

Builder, Permit Holder or Registered Design Professional Print Name:	
Signature:	
Property Address:	
Date:	
Insulation Rating - List the value covering largest area to all that apply	R-Value
Ceiling/roof:	R-
Wall:	R-
Floor:	R-
Closed Crawl Space Wall:	R-
Closed Crawl Space Floor:	R-
Slab:	R-
Basement Wall:	R-
Fenestration:	
U-Factor	
Solar Heat Gain Coefficient (SHGC)	
Building Air Leakage	
<input type="checkbox"/> Visually inspected according to 402.4.2.1 OR	
<input type="checkbox"/> Building Air Leakage Test Results (Sec. 402.4.2.2) ACH50 [Target: 5.0] or CFM50/SFSA [Target: 0.30]	
Name of Tester/Company:	
Date:	Phone:
Ducts:	
Insulation	R-
Total Duct Leakage Test Result (Sect. 403.2.2) (CFM25 Total/100SF) [Target: 6]	
Name of Tester or Company:	
Date:	Phone:
Certificate to be displayed permanently	