

## **North Topsail Beach Residential Construction Permitting Procedures**

The Inspections Department's 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 Fees 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 port-a-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.