

Town of Surf City Community Development

General Permit Information

Phone: 910-328-4131

Fax: 910-328-4132

www.townofsurfcity.com



Building Inspector: Steve Padgett
steve@townofsurfcity.com

Planning Director: Todd Rademacher
todd@townofsurfcity.com

Administrative Asst.: Patti Arnold
parnold@townofsurfcity.com



EXHIBITS REQUIRED BEFORE CONSTRUCTION PERMITS CAN BE ISSUED

****NO CONSTRUCTION UNTIL PERMITS ARE ISSUED****

1. CAMA permits may be required for Oceanfront, Second row, Sound, Canal, Waterway, or any property that is adjacent to water or marsh area. Any property located in a VE Zone as per your elevation certificate must have a CAMA Permit.
2. A surveyed plot plan. Must be obtained from a Registered Land Surveyor. (See attached requirements.)
3. Properties on Topsail Island and/or adjacent to coastal waters and/or coastal marshes need to submit a plot plan showing trees and pervious driveways to the edge of pavement no wider than 24-ft.
4. Elevation certificate. Must be obtained from a Registered Land Surveyor. (See attached requirements.)
5. Complete set of plans and specification. Note: If location of property is in a VE-Zone per your elevation certificate, your plans must be stamped by a NC Registered Professional Engineer or Architect.
6. If property is located in flood zone VE, a V-Zone certificate will be required. (Must be certified by a NC Registered Professional Engineer or Architect.)
7. Building height must be noted on the plans.
8. Plans must include details of any fire protection systems such as sprinklers, standpipes, fire alarms and hood suppression systems. (A checklist is available upon request.)
9. Engineered Stormwater Plan must be obtained for residential lots less than 10,000 sq ft.
10. Building permit application must be completed. (Application enclosed.)
11. Water tap, water impact, sewer tap and sewer impact fees must be paid when building permits are issued.
12. Any deck, pier, dock, boathouse, elevated walkway, etc. will need a building permit.
13. After pilings have been set we must have an actual foundation survey from a Registered Land Surveyor. After banding or floor system has been established you will need to submit a "Building under Construction" elevation certificate. Must be obtained from a Registered Land Surveyor.
14. A *Lien Agent Notice* must be filed with NCLiens.com and must be presented at time of application for projects valued over \$30,000.
15. If your property is located in an area where Town sewer is not available, you must have a certification permit from the *Pender County Health Department* stating that the septic system has been approved by them. If there is not a septic system on the lot and one is required then you must have a septic permit to install from Pender County Health Department.

SETBACKS

ZONING DISRICT	MINIMUM LOT	LOT WIDTH	FRONTYARD	SIDE YARD	CORNER YARD	REAR YARD	LOT COVERAGE	HEIGHT
R-5 Single-family	5,000	50'	15'***	7.5'	10'	20'	40%	48'
R-5 Duplex	8,500	50'	15'***	7.5'	10'	20'	40%	48'
R-5M	*	**	***	***	***	***	****	
R-10	10,000	50'	25'***	7.5'	15'	20'	40%	48'
MHS	5,000	50'	15'***	7.5'	10'	20'	40%	48'
RA	20,000*	100'	40'***	20'	25'	30'	40%	35'
O & I	7,500*	50'	25'***	10'***	25'	10'	50%	48'
NB	5,000*	50'	15'***	10'***	15'	10'	40%	48'
C-1 Residential	5,000*	50'	15'***	7.5'	10'	20'	40%	48'
C-1 Commercial	2,500	25'	10'***	0'	0'	3'	100%	48'
MU Residential	5,000*	50'***	15'***	7.5'	10'	20'	40%	48'
MU Commercial	5,000*	50'	10'***	3'	0'	3'	50%	48'
C-3	10,000	150'***	25'***	10'	20'	10'	50%	55'
G-1								
PUD	SEE SECTION 4.8							
CON								
R-15	15,000	50'	15'	10'	15'	20'	40%	48'
SF	5,000	50'	15'	7.5'	10'	20'	40%	48'
MFC	2ac	50'	25'	10'	10'	20'	40%	48'
* See establishment of zoning district and use requirements by district for additional lot sizes.								
** See establishments of zoning district and use requirements by district for additional width.								
*** See establishments of zoning district and use requirements by district for additional setbacks.								
**** See establishment of zoning district and use requirements by district for additional lot coverage.								
	CAMA Setback 60' from line of vegetation							



The Town of Surf City
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Permit Number: _____

Project Address: _____

Property Owner: _____

Property Owner Mailing Address: _____

Property Owner Telephone Number: _____

Project Information

Dwelling Type: One/Two Family Town Homes Manufactured Home

Bedrooms # of: _____ **Lawn Irrigation** Yes No

Description of Project: _____

Building Contractor

Contractor: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

NC License#: _____ Contact/Agent: _____ Cell: _____

Email Address: _____ (where inspection results will be emailed to)

Project Cost Including Subcontractors: \$ _____

Lien Agent-Required for Projects that Value \$30,000.00 and Above.

Lien Agent Company: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Electrical Contractor

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ NC License#: _____

Plumbing Contractor

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ NC License#: _____

Mechanical Contractor

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ NC License#: _____

Gas Contractor

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ NC License#: _____

Insulation Contractor

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ NC License#: _____

Brick/Stone Mason

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____

Elevator

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____

Automatic Sprinkler System Installer (Fire)

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____

Painting Contractor

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____

Landscaper

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____

** Irrigation systems require a reduced pressure principal backflow preventer that meets standard ASSE1013, AWWA C511, CAN/CSA B64.4, CSA B64.4.1.**

Date: _____
Signature of Applicant/Agent: _____
Printed Name of Applicant/Agent: _____

To be calculated by Community Development Department:

<u>Area</u>	<u>Square Footage</u>		Yes	No
Heated Space:	_____	Elevator	Yes	No
Unheated Space: (Garage, Storage, Deck, Etc)	_____	Fireplace/Gas	Yes	No
Total Square Footage of Structure:	_____	Lawn/Irrigation Sprinkler		
Habitable Impact Fees: \$ _____			Yes	No
Approved: _____ Date: _____		Business License	Yes	No

NOTICE TO LIEN AGENT

1) Lien Claimants Name, Address, Phone Number, Fax, & Email

2) Owner, Property Address, Parcel ID

3) Lien Agents Name, Address, Phone Number

I give notice of my right subsequently to pursue a claim of lien for improvements to the real property described in this notice.

1) Dated: _____

Potential Lien Claimant (Signed)

Potential Lien Claimant (Written)

Town of Surf City
Inspections - Permits Fee Schedule
Effective 07-01-06

Residential new construction	Minimum Fee: \$100.00
Building	9 cent per sq ft
Electrical	5 cent per sq ft
Plumbing	5 cent per sq ft
Mechanical	5 cent per sq ft
Insulation	5 cent per sq ft
Gas	\$50.00

Commercial new construction	Minimum Fee: \$150.00
Building	20 cent per sq ft
Electrical	8 cent per sq ft
Plumbing	8 cent per sq ft
Mechanical	8 cent per sq ft
Insulation	8 cent per sq ft
Gas	\$100.00

Commercial Renovations & Repairs	Minimum Fee \$50.00
Building	\$5 per \$1000 cost of construction
Electric	\$3 per \$1000 cost of construction
Mechanical	\$3 per \$1000 cost of construction
Plumbing	\$3 per \$1000 cost of construction
Insulation	\$3 per \$1000 cost of construction

Residential Renovations & Repairs	Minimum Fee \$50.00
Building	\$5 per \$1000 cost of construction
Electric	\$50.00
Mechanical	\$50.00
Plumbing	\$50.00
Insulation	\$50.00

**Town of Surf City
Inspections - Permits Fee Schedule
Effective 07-01-06**

Mobile Homes	
Single Wide	Treat like new construction
Double Wide	Treat like new construction
Triple Wide	Treat like new construction
Modular Home	Treat like new construction

Misc. Permits	
Temporary Pole Electrical Service	\$50.00
Change Meter Base/Service Panel/HVAC Temporary Power Extension Permit (expires 30 days from issue date)	\$50 per 200 amp
House Moving	\$25.00
Home Owner Recovery Fee	\$100 + post a \$500 bond
Technology Fee	\$10.00
Demolition of Building	5% of total cost of permit or \$5, whichever is greater
Temporary Construction Trailer	\$100 + post a \$500 bond
Storage Building	\$50.00
Porches, Decks, Garages	\$50.00
Swimming Pool	9 cent a square foot or \$50, whichever is greater
Canopy/Awning	\$50.00
Yard Sprinklers	\$50.00
Consultation	\$50.00
Elevator/Dumbwaiter	No Charge
Excavating & Grading	\$50.00
Docks, Bulkheads, Boat Lifts	No Charge
	\$50 + 4 cent per sq ft

Permit Fines	
Work Done w/o Permit	Double total permit fee + fine (\$50 to \$200)
Occupying Dwelling without Certificate of Occupancy	\$250 per day to be levied toward the General Contractor from the date of Violation
Certificate of Occupancy/Compliance	No charge
Special or Re-Inspections	\$25 for 1st re-inspection; \$50 for 2nd and all other additional re-inspections

**Town of Surf City
Inspections - Permits Fee Schedule
Effective 07-01-06**

Residential Inspection fees	No Charge
Fire Code Enforcement Fees	
Daycare Inspections	\$50.00
Home Daycare Inspections	\$50.00
Foster Care Inspections	\$50.00
Family Care and Group Homes	\$50.00
Home School Inspections	\$50.00
A.L.E. Inspections (Alcohol License)	\$75.00
Fire Pumps	\$50.00
Fuel Tanks	\$100.00
Commercial Cooking Hoods	\$100.00
Building Sprinkler	\$50 + 9 cent per sq ft
Fire/ Burglar Alarm System	\$50 + 2 cent per sq ft
Mandatory Fire Permits	\$75.00



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Project Address: _____

Property Owner: _____

Property Owner Mailing Address: _____

Property Owner Telephone Number: _____

Project Information	Lawn Irrigation	Yes	No
Description of Project: _____			

Building Contractor

Contractor: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

NC License#: _____ Contact/Agent: _____ Cell: _____

Email Address: _____ (where inspection results will be emailed to)

Project Cost Including Subcontractors: \$ _____

Lien Agent-Required for Projects that Value \$30,000.00 and Above.

Lien Agent Company: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

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Plumbing Contractor

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ NC License#: _____

Mechanical Contractor

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
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Gas Contractor

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ NC License#: _____

Insulation Contractor

Contractor: _____
Address: _____
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Brick/Stone Mason

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____

Elevator

Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____

Automatic Sprinkler System Installer (Fire)

Contractor: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____

Painting Contractor

Contractor: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____

Landscaper

Contractor: _____
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Date: _____
Signature of Applicant/Agent: _____
Printed Name of Applicant/Agent: _____

To be calculated by Community Development Department:

<u>Area</u>	<u>Square Footage</u>	Fire Sprinklers	Yes	No
Heated Space:	_____	Elevator	Yes	No
Unheated Space: (Garage, Storage, Deck, Etc)	_____	Fireplace/Gas	Yes	No
Total Square Footage of Structure:	_____	Lawn/Irrigation Sprinkler		
Habitable Impact Fees: \$ _____		Business License	Yes	No
Approved: _____	Date: _____			

SURVEY AND ELEVATION CERTIFICATE REQUIREMENTS

Survey and elevation certification required for new construction or substantial improvements in Surf City and the ETJ. Surf City Flood Damage Prevention Ordinance, Building Regulations, and Zoning Code require the following.

Before a building permit can be issued, a preliminary elevation certificate must be submitted if the property is in a flood zone. It will indicate Base Flood Elevation, Community Panel number, flood zone, adjacent grade elevation, and required elevation of any structure or equipment to be placed on the lot.

Before a building permit can be issued, an actual survey of the lot must be submitted. The survey has to be dated no more than 180 days prior to being submitted. The following information must be on the survey.

- 1- Physical location and dimensions of the existing and proposed structure(s), driveways (denote pervious if required by ordinance), decks, docks, and other accessory structures. Show distance from EACH property line.
- 2- All yard set backs. Draw on survey. A note or reference will not be accepted.
- 3- All corner stakes
- 4- Any Areas of Environmental Concern (Federal and state wetlands, 30' buffer and 75' AEC on Estuarine Shorelines; vegetation line, 60' setback, 255' AEC in Ocean Hazard etc.) In Estuarine Shoreline AEC provide square feet of impervious surface within 75' of high water; use drip line of structures for this calculation.
- 5- Total square footage of lot.
- 6- Zoning district
- 7- All rights of way or easements.
- 8- Adjoining property owners.
- 9- Street address.
- 10- Denote trees if required by ordinance.

An elevation certificate or survey that does not contain ALL of the required information will not be accepted.

A foundation survey is required once piling or other foundation is installed. This survey must show all of the above information and the actual location and dimensions of the foundation as built. This foundation survey must be submitted BEFORE PROCEEDING WITH ANY FURTHER CONSTRUCTION. Failure to do so will result in a STOP WORK ORDER being issued.

Within 21 days of establishing floor level, an as built elevation certificate^{#2} must be submitted to indicate actual floor elevation. Failure to do so will result in a STOP WORK ORDER issued.

Prior to issuing a Certificate of Occupancy, a final elevation certificate^{#3} must be submitted. This certificate will indicate finished construction and show elevations of all equipment, number of flood vents, etc. An "As Built" survey is also required. It must include name and address of owner, physical address of property, exact boundary lines and minimum setback lines and percentage of lot covered by roofed structure(s). All buildings and other structures on lot must be shown including eaves, utility platforms, decks and stairs. Driveways and walkways must denote materials used. Decks must be labeled as roofed or open. All of these documents must be signed by and bear the seal of a licensed NC surveyor.