

PROCEDURES FOR OBTAINING A RESIDENTIAL BUILDING PERMIT

I. The procedure for obtaining approval of the Inspection Department and the Community Appearance Commission. (It is recommended to contact the respective Homeowners's Association when applying for a building permit.)

1. The builder shall submit to the Inspection office three (3) sets of detailed plans professionally prepared or of equivalent quality.
2. While reviewing the plans for compliance with State and Local regulations, codes and ordinances, the Inspection Office will immediately distribute one set of plans to the Community Appearance Commission. As a courtesy, the Inspection Office will forward one set to the appropriate Architectural Control Committee for their study and recommendations. If the applicant prefers to submit a set of plans directly to the Homeowners Association, the builder may do so, and is requested to inform the Inspection Office that this has been done.
3. The plan submitted to the Community Appearance Commission will be reviewed regarding the visual quality and aesthetic suitability of the proposed project. It will be returned to the Inspection Office within seven (7) or less calendar days. It is the intent of the respective homeowners association that the plans are returned to the Inspection Office within seven (7) calendar days if possible. Although a permit may be forthcoming after seven (7) days from the date received by the Inspection Office, it is recommended to obtain the approval of the homeowners association before commencing work.
4. If the Community Appearance Commission has objections to the plans, a conference will be held between the Building Inspector, the applicant, and an appropriate representative of the Commission. If the reason(s) for objection cannot be resolved in that meeting, either the builder and/or the owner will be given the opportunity to attempt to find a mutually acceptable solution. Although the respective homeowners association may not approve the plans, the Inspection Department must issue a building permit without unreasonably delay if the plans satisfy all applicable federal, state, and local regulations. However, the Inspection Department may issue a written notice that it is **strongly recommended** to obtain approval from the homeowners association before work commencing.
5. Upon resolution of the problem and final approval of the plans, the Inspection Department will issue a building permit. **No change in plans shall be made from the approved plans without consultation and approval from the Building Inspector. Possible submission of plans showing details of the changes may be required. Failure to notify the Building Inspector of any change in plans may result in issuance of a Stop Work Order.**
6. An applicant may submit their plans to the Inspection Department when the plans are sufficiently complete to meet the Town requirements. The Community Appearance Commission (and homeowners association) can make review of the

site and plans, if the exterior elevations are complete and submitted and all of the required survey work.

7. Should any applicant for a permit feel at any time that there has been unreasonable delay in issuance of a permit, please promptly notify the Town Administrator for the Town of Pine Knoll Shores of the fact. The Administrator (or the designated representative) will promptly investigate to determine the reasons for delay.

II Details necessary when applying for a permit

- Provide a lot survey and/or site plan certified by a registered land surveyor or professional engineer in triplicate and drawn to scale indicating;
- Lot "meets and bounds";
- Exact location of any structure, including decks, walkways, steps, roof overhangs, etc.;
- All building and applicable set back limits;
- Topographic contours in two (2') intervals when required by the Building Inspector. Oceanfront properties are required to provide topographic information in the Ocean Erodible Area of Environmental Concern;
- All trees eight (8") inches or greater when required by the Building Inspector.
- Permitted septic tank and drain line location, or sewer connection line (public);
- Proposed driveway and parking location;
- Location of survey control markers;
- Square foot area of lot;
- Flood zones and, if applicable, Area(s) of Environmental Concern.
- Provide professional quality building plans in triplicate drawn to scale showing:
 - Foundation plans
 - Floor plan(s) and square foot area of each floor
 - Exterior elevations
 - Typical bearing wall section
 - Other drawings as may be required by code for clarity

To facilitate the on-site pre-permit inspection, the lot lines, proposed structure areas and driveway areas shall be made accessible by clearing the brush and vines to allow visibility, freedom of movement and safety. In addition, the side lot lines, building footprint, driveway and parking areas and septic area must be staked and strung to readily identify construction and land disturbing activity. Furthermore, any trees necessitating removal outside of the strung areas need to be flagged.

Submit the application for a building permit completed in its entirety, signed and dated along with the agreement.

A cash escrow deposit of five hundred (\$500.00) dollars shall be made out to the Town of PKS to cover any possible damage to any public street pavement and right-of-way adjacent to the project site.

PERMITS REQUIRED

- Landscape Permit
- Building and Insulation Permit
- Electrical Permit
- Mechanical Permit

- Plumbing Permit
- Land Use Improvement Permit (obtained from the Carteret County Environmental Health Department)
- Coastal Area Management Act (CAMA) Permit (May be required when developing on ocean, sound or canal front lots)
- Well Installation Permit (if installing a well of any type)
- Security System Permit (if installing a security system)

FINAL INSPECTION

To be performed by the Building Inspector after all the compliance inspections for each trade are complete and other local laws and ordinances are complied with before occupancy. Upon request for a Certificate of Occupancy, a representative of the Community Appearance Commission will perform an on-site inspection to ensure all visual qualities and the aesthetic suitability meets the appearance standards of the Town.

NOTE: *No new building or part thereof may be occupied, and no addition or enlargement of an existing building may be occupied and no existing building that has been altered or moved may be occupied until the inspection department has issued a certificate of compliance. NCGS 160A-423. Furniture, not to include household appliances installed by the builder, may not be placed in a structure before a Certificate of Occupancy has been issued without written approval from the Building Inspector. The Building Inspector shall return escrow deposit funds after evaluation and approval, after consultation with the Community Appearance Commission.*

***Although it is not the responsibility of the Town to become involved in the deed covenants which exist in most portions of the Town, it is strongly recommended the property owner be familiar with the restrictive covenants that pertain to their property. This should be done before submitting an application for a building permit.**