



Residential Building Permit Application Review Process

Contact Information

Currituck County
Development Services Department
Central Permitting Division

Mainland Office
153 Courthouse Road, Suite G107
Currituck, NC 27929

Mainland Phone: 252.232.3378
Email: CCBP@currituckcountync.gov

Corolla Office
1123 Ocean Trail
PO Box 73
Corolla, NC 27927

Corolla Phone: 252.453.8555
Email: CCBP@currituckcountync.gov

Website: www.currituckinspections.com

Step 1 Application Submittal

The applicant must submit a complete application packet. A complete application packet consists of the following:

- Completed Currituck County Residential Building Permit Application.
- Permit Fees(s) (at permit issuance)
- Construction Plans
- Site Plan
- Minor Stormwater Plan and Form SW-001, if required
- Septic/Sewer Approval (wastewater permit, existing system inspection, or wastewater reservation)
- Well Permit, if required
- CAMA Permit, if required
- V Flood Zone certificate, if required
- Appointment of Lien Agent, if required
- Submittal Checklist

Step 2 Permit Review

The county staff will review the application for completeness and code compliance. Once all requirements are met and permit fees are paid the permit will be issued. The permit fee will be determined at application submittal. Approved permits must be signed by the owner or applicant.

Step 3 Plans on site

One set of approved construction plans must be on the jobsite for all inspections.

Step 4 Inspections

Inspections must be scheduled by 3:00 pm the day before the requested inspection. Inspections are performed between 8:00 am and 5:00 pm, Monday through Friday. The required inspections will vary for each project; please review the Inspection Handbook for inspection types.



Residential Building Permit Application

Application Form

Contact Information:

APPLICANT _____ PROPERTY OWNER: _____
 Telephone: _____ Telephone: _____
 Mobile: _____ Mobile: _____
 E-Mail Address: _____ E-Mail Address: _____

Project Information

Estimated Project Cost: \$ _____

Physical Street Address: _____
 Parcel Identification Number(s): _____ Subdivision: _____

Project Classification	<input type="checkbox"/> Single Family	<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Trade Permit
	<input type="checkbox"/> Addition	<input type="checkbox"/> Alterations	<input type="checkbox"/> OTHER:
Additional Project Information	<input type="checkbox"/> Pool	<input type="checkbox"/> Elevators	<input type="checkbox"/> Bedrooms
	<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Pier/Bulkhead	<input type="checkbox"/> Bathrooms
Utilities	Water:	Sewer:	Gas:
	<input type="checkbox"/> Private Well	<input type="checkbox"/> On-site	<input type="checkbox"/> None
	<input type="checkbox"/> County Water	<input type="checkbox"/> County Sewer	<input type="checkbox"/> Propane
	<input type="checkbox"/> Private Water	<input type="checkbox"/> Private Sewer	<input type="checkbox"/> Natural

Description of Work:

Type of HVAC system: (heat pump, elec., gas pack, other) _____

Is the project outside of the footprint of existing structure? Yes No

Is this project located within 75 feet of a waterway? Yes No (If yes, a CAMA Permit is required)

Is the ROG finished? Yes No

Will the natural contour of the property be modified by grading or filling higher than adjacent grades? Yes No (If yes, stormwater plan will be required for development).

Will fill be added for a septic system or house pad? Yes No (If yes, a stormwater plan will be required for development).

Square Footage	
Heating Living 1 st fl	
2 nd fl	
3 rd fl	
Garage/Shed	
ROG/FROG	
Porch	
Deck	
Misc.	
TOTAL	

Printed Full Name of Applicant

Signature of Applicant

Date

Contractor of Record

Building Contractor Name _____ NC License # _____
Address _____ Phone _____
City/St _____ Email _____

Electrical Contractor Name _____ NC License # _____
Address _____ Phone _____
City/St _____ Email _____

Mechanical Contractor Name _____ NC License # _____
Address _____ Phone _____
City/St _____ Email _____

Plumbing Contractor Name _____ NC License # _____
Address _____ Phone _____
City/St _____ Email _____

Insulation Contractor Name _____ NC License # Not Required
Address _____ Phone _____
City/St _____ Email _____

Gas Contractor Name _____ NC License # _____
Address _____ Phone _____
City/St _____ Email _____

Moving Contractor Name _____ NC License # _____
Address _____ Phone _____
City/St _____ Email _____

Pool/Hot Tub Contractor Name _____ NC License # _____
Address _____ Phone _____
City/St _____ Email _____

Other Contractor Name _____ NC License # _____
Address _____ Phone _____
City/St _____ Email _____

OWNER CONTRACTOR

As owner of the property, I intend to retain the finished project exclusively for my own use and will occupy the property for at least one year following the completion of construction. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary. I will contract with a North Carolina licensed electrical, plumbing, mechanical, and gas contractor for this project unless otherwise noted. As owner of the property, I will complete the following:

- General Electrical Mechanical Plumbing Gas

Signature of Property Owner

Date



Contractor Affidavit

Licensed Trade Permit Application

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

- General
- Electrical
- Mechanical
- Plumbing
- Gas
- Sprinkler
- Refrigeration
- Fire Suppression

Contractor Information

License Holder: _____
 Name of Business: _____
 Business Address: _____
 Phone: _____
 Email: _____

License Information

NC License Number: _____
 License Classification: _____

Project Information

Project Address: _____
 Application Reference Number: _____
 Cost of Trade Work: _____
 Site Supervisor: _____

Scope Of Work

I am licensed and qualified to assume all responsibility and ability as a contractor on this project. If I resign or am no longer affiliated with this project, I will notify the Currituck County Central Permitting Division in writing within three working days. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary.

Signature of License Holder

Date

Owner Exemption Affidavit

Pursuant to North Carolina General Statutes 87-14(a)(1)

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

OWNER EXEMPTION AFFIDAVIT
PURSUANT TO GS 87-1(a)(1)

Property Address: _____

Parcel ID#: _____

I, _____ hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the statements below I am attesting to the following:

_____ I certify that I am the owner of the property set forth above on which this building is to be constructed or altered.

OR

_____ I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation):
_____ .

- ___ 1. I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina.
- ___ 2. I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.
- ___ 3. I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S.87-1(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 160D-1115.
- ___ 4. I understand that by executing this licensing exemption AFFIDAVIT pursuant to G.S.87-1(b)(2) I am required by law to occupy the building for which the licensing exemption is granted for twelve months after the date of Certificate of Compliance issuance, during which time it may not be offered for rent, lease, or sale.

Signature of Affiant

Date

Sworn to (or affirmed) and subscribed before me this the _____ day of _____, 20____ .

Signature of Notary Public

Printed Name of Notary Public

My commission expires: _____

(Notary Stamp or Seal)

Note: This affidavit is used for construction projects that exceed \$30,000. It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law – G.S. 14-209.

Appointment of Lien Agent

Pursuant to North Carolina General Assembly Law 2012-158

North Carolina law requires an owner or contractor acting on the owner's behalf to appoint a lien agent when they first contract for improvements to real property. A lien agent is not required for the following:

- a. Improvements less than \$30,000 at the time the original building permit is issued;
- b. Improvements to an existing single family residential dwelling as defined in GS 87-15.5 (7); that is used by the owner as a residence;
- c. The first furnishing of labor or materials at the site is prior to April 1, 2013; or,
- d. Public building or other public work or public improvements.

Lien Agent Information

Name of Lien Agent: _____

Mailing Address of Agent: _____

Physical Address of Agent: _____

Phone: _____

Fax: _____

Email: _____

A website was created to facilitate the filings of appointments of lien agents and filing of notices to lien agents by potential lien claimants at www.liensnc.com. When an owner or contractor acting on the owner's 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. The document will include:

- Designated lien agent and contact information
- Unique entry or identifying number for the project
- Owner and contact information
- Contractor
- 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

NOTICE: A copy of the Appointment of Lien Agent form or document printed from the LiensNC website can be included in the building permit application submittal in lieu of this form and must be posted at the job site.

Submittal Checklist

Residential Building Permit Submittal Checklist		
Applications/Forms/Permits		
1	Residential Building Permit Application Form	
2	Wastewater approval or permit	
	New Septic: Construction improvements permit (ARHS)	
	Existing Septic: Existing system inspection (ARHS)	
	Central Sewer: Sewer reservation form (operator of central system)	
3	Well Permit, if required (ARHS)	
4	Contractor of Record Form	
5	Contractor, Trades, and/or owner affidavit(s)	
6	CAMA permit, if required	
7	V-Zone Certificate, if development is located in VE flood zone	
8	Appointment of Lien Agent, if required (www.liensnc.com)	
9	Minor Stormwater Plan Form SW-001, if required	
Plans		
10	One complete set of detailed building plans (PDF format or maximum 11"x17" paper set)	
	Name, address, and signature of plan designer	
	Foundation Plan (sizes and spacing):	
	Flood vent openings (SFHA only)	
	Floor plan	
	Building elevations	
	Typical wall sections (sizes and spacing)	
	Design pressure rating	
	Wind ratings (130mph wind zone)	
11	Site plan (if lot is 20,000 square feet or smaller the site plan must be prepared by a professional such as a licensed surveyor, engineer, or architect)	
	Lot/parcel dimensions	
	Location of existing physical features (roads, streets, navigable waterways)	
	Location and dimensions of the proposed construction and existing structures	
	Setback measurements to all property lines	
	Septic system, repair area, and well locations	
	Proposed fill or grade changes	
12	Minor Stormwater Plan, if required	
Flood Damage Prevention, if Applicable		
13	Boundary of the Special Flood Hazard Area (SFHA), Floodway, Coastal Barrier Resource System (CBRS) Area, water course relocation, or a statement that the entire lot is within a specific SFHA	
14	Proposed elevations of all structures and utility systems	
15	Plans for non-structural fill (if being utilized in V zone)	
Fees		
16	Permit fees to be paid at permit issuance	