



## DARE COUNTY RESIDENTIAL BUILDING PERMIT APPLICATION

OWNER'S NAME: \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

GENERAL CONTRACTOR NAME: \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

GENERAL CONTRACTOR'S N.C. LICENSE# \_\_\_\_\_ TYPE \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**PROPERTY INFORMATION**

PARCEL# \_\_\_\_\_ VILLAGE/TAX DISTRICT \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ SECTION/PHASE \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_

FLOOD ZONE: \_\_\_\_\_ GROUND ELEVATION \_\_\_\_\_ ELEVATION OF LOWEST FLOOR \_\_\_\_\_

ELEVATION OF ATTACHED GARAGE \_\_\_\_\_ ELEVATION OF CRAWLSPACE \_\_\_\_\_

ELEVATION OF LOWEST MECHANICAL AND/OR UTILITY EQUIPMENT \_\_\_\_\_

**BUILDING INFORMATION – CIRCLE ALL THAT APPLIES -- INDICATE N/A IF NOT APPLICABLE;**NEW CONSTRUCTION, NEW CONSTRUCTION WITH POOL, REMODEL, ENCLOSURE, REPAIR, STORAGE BUILDING,  
SWIMMING POOL: \_\_\_\_\_ DETACHED OR ATTACHED

ADDITION (for additions only list information for area to be added, not for the existing structure)

OTHER: \_\_\_\_\_

TOTAL LIVING AREA \_\_\_\_\_ SQ. FT. TOTAL NON-LIVING AREA \_\_\_\_\_ SQ. FT.

# STORIES \_\_\_\_\_ # BEDROOMS \_\_\_\_\_ # FULL BATHS \_\_\_\_\_ # HALF BATHS \_\_\_\_\_

TYPE OF EXTERIOR SIDING \_\_\_\_\_ TYPE OF INTERIOR WALLS \_\_\_\_\_  
(DRYWALL, PLASTER, PANELING, WOOD, COMBINATION)

ENCLOSED AREA BELOW REGULATORY FLOOD ELEVATION \_\_\_\_\_ SQ FT

NET OPENING OF FLOOD VENTS \_\_\_\_\_ SQ IN NON-ENGINEERED OR ENGINEERED

FOOTING TYPE (PILING, CONCRETE, OR COMBINATION) \_\_\_\_\_

ROOF TYPE (GABLE, HIP, SHED, COMBINATION, OR OTHER) \_\_\_\_\_

FLOORING (CARPET, TILE, HARDWOOD, VINYL, COMBINATION, OTHER) \_\_\_\_\_

FIREPLACE TYPE (BLOCK, BRICK, GAS, MASONRY, ELECTRIC, OTHER) \_\_\_\_\_

% OF PROPOSED LOT COVERAGE \_\_\_\_\_ COST OF CONSTRUCTION \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME OF APPLICANT \_\_\_\_\_

#### **CHECKLIST FOR PERMIT SUBMITTAL**

- Completed application -- incomplete applications may result in delays in issuance of permits
- Two building plans (one stamped by Dare County Health Department)
- Health Department approval/permit
- CAMA permit (if applicable)
- Lien Agent
- Water impact receipt (if applicable)
- Acknowledgement of flood hazard disclosure form (if applicable)
- Survey/site plan showing the following information
  - Scale and north arrow of orientation
  - Parcel boundaries and location/name of adjacent streets
  - Watercourses on the parcel and/or adjacent to parcel
  - Flood zone boundaries/CBRA zones
  - Current flood zone designation and ground elevation
  - Wetland areas if any on parcel
  - CAMA setbacks and buffer areas
  - Drainage and utility easements
  - Areas to be cleared, graded, or filled
  - Location of all existing improvements on parcel
  - Location of all proposed improvements
  - Zoning setbacks and lot coverage information