



Project Number

Checklist for Zoning & Building Permit Applications

- **All other trades must apply and sign their own permits.**
- **All forms must be filled out completely.**
- **Plan Review:** Plan review is required before a permit will be issued.
 - Please allow up to five (5) business days for plan review.

❖ Zoning

	Zoning Permit Application
	Survey <1 yr. old (Sec. 4-59) showing property lines, building footprints, all impervious surfaces, location of septic system and repair area, floodplains, distances between building and residences, and trees proposed for removal.
	Flood Elevation Certificate required for waterfront properties
	Completed Storm Water Worksheet
	Floodplain Development Permit (if building in a flood zone)
	Tree Removal Application: If property is located within a cluster or foraging partition for red-cockaded woodpeckers (red or blue USFWS zones), a letter from US Fish & Wildlife Service must accompany tree removal permit application.
	NOTE : Verification from Surveyor confirming structure meets setbacks is required for issuance of Zoning Compliance Certificate

❖ Building

	Completed Building Permit Application
	Floor plan with dimensions and room use
	Driveway Permit Application
	Wastewater ~ Authorization to Construct or Improvement Permit (Brunswick County Health Dept.)
	Lien Agent Information
	Proof of liability insurance (if required)
	Proof of Workman's Compensation Insurance or Workman's Compensation Affidavit (if required)
	Scope of Work or Contract
	Truss plans
	Zoning Permit (If required)

❖ Before Certificate of Occupancy

	Wastewater Operational Permit ~ Brunswick County Environmental Health
	Energy Efficiency Certificate ~ Must be affixed permanently in building
	Zoning Compliance Certificate ~ Not issued until verification from surveyor confirming setbacks met

~ IMPORTANT NOTES ~

ADDRESS MUST BE POSTED ON JOB SITE AND BE VISABLE FROM THE STREET

Sec. 4-26. General requirements for new construction projects.

All new construction projects located within the jurisdiction for the city shall comply with the following:

- (1) Temporary toilet facilities. All temporary toilet facilities shall be located on the property they serve and not on public street rights-of-way. The facility will be installed on the property as follow:
 - a. With the door facing away from the public street or if a corner lot, at a forty-five (45) degree angle;
 - b. Away from the construction access point: and
 - c. Enclosed on three (3) sides by lattice secured to twelve (12) foot 4 × 4 post installed a minimum of three (3) feet in the ground. (Res. No. 2008-08, § 2, 3-4-08)

Sec. 4-79. Gutters, downspouts, drainage required.

Every home constructed within the City of Boiling Spring Lakes shall be equipped with gutters and downspouts, or other appropriate devices that shall result in the discharge of rainwater from each downspout **into a three (3) foot square by two (2) foot deep pit filled with #57 stone.** Areas with inadequate drainage may be required to have a pump installed and the water pumped to the ditch adjacent to the road. (Res. No. 05-27, § 1, 11-1-05)

Sec- 9.90 Certain noises expressly prohibited.

(8) The erection, construction (including excavation), demolition, alteration or repair of any building or structure in a residential or business district other than between the hours of 7:00 AM to 8:00 PM

Lot Clearings ~

Lot clearing procedures will follow these guidelines:

1. Authorization from Brunswick County to construct a wastewater system.
2. Driveway and culvert application will be issued with clearing permit.
3. Logs and debris removed from lot shall not be placed in the city's right-of-way.(including ditches) Logs and debris must be removed from the site within five (5) days.
4. Silt screen required. A silt screen or other approved type of debris barrier shall be in place prior to any soil disturbing activity on any lot or parcel of land. That such screen or barrier shall remain in place during the lot/parcel clearing and during the building construction process. That this section shall also apply to all persons wishing to make improvements to their properties, which would result in soil or debris being introduced into any lake within the city.

Effective April 1, 2013 ~ Appointment of Lien Agent

Effective for construction projects beginning on or after April 1, 2013, North Carolina law requires appointment of a lien agent. Contractors and sub-contractors can then give notice they are working on the project. Appointments are required for improvements of \$30,000 or more, when the home owner is not the general contractor for the primary residence. .

Construction debris must be contained.

You will need a Storm Water Management Permit from Brunswick County for any of the following:

Residential Projects:

- Disturbing more than one (1) acre
- Filling greater than four (4) inches above existing grade.
- Disturbing any area within thirty feet of a stream or lake you may need a County Permit.
- Also determined by a review of the plans and plat by the Brunswick County Engineering Department.

Commercial Projects:

- All Commercial Projects require a Brunswick County Storm Water Management Permit.

Storm Water permits issued thru:

Engineering Department ~ Brunswick County Complex ~ Bolivia, NC (Building G).

Storm Water permit applications:

<http://www.brunswickcountync.gov/code/permits/>
➤ Commercial/Residential Application Forms

Any questions please contact Bridget Flora at 910-253-2405.

