



RESIDENTIAL ZONING CHECKLIST

Single-Family Detached & Two-Family Residential Development



Zoning Permit Application* & Fees (\$80.00)
Copy of Contract or Notarized Statement from Property Owner (if applicable)
Survey < 2 yrs. old (prepared by a licensed surveyor)
Plot Plan (drawn from survey < 2 yrs. old & prepared by a licensed surveyor). Plot Plan Must Indicate: (a) Required Setbacks (b) Location of Septic & Repair Area (c) All Existing & Proposed Structures (including dimensions & distances from property lines) (d) Impervious Surface Calculations (existing & proposed) *If ANY portion of the property is located in a Special Flood Hazard Area (SFHA), the surveyor shall delineate the floodplain on the plot plan and set elevation monuments on the property *404 Wetlands shall be delineated on the survey, if applicable
Storm Water Worksheet
Wastewater ~ Improvement Permit, Authorization to Construct or Operational Permit
Driveway Permit Application*
Tree Removal Application* Completed Basal Area (BA) Spreadsheet (if subject property is located within a red-cockaded woodpecker zone) Tree Survey (may be hand drawn). Must Indicate: (a) Footprint of the Principal Structure (b) Septic System (c) Driveway & Detached Buildings (if applicable) (d) All Trees Identified by Species >8" DBH
If subject property is located within a cluster or foraging partition for the red-cockaded woodpecker ("red" or "blue" zones), a letter from US Fish & Wildlife Service must be submitted prior to the issuance of a lot clearing permit – please coordinate with the City's Planning & Zoning Administrator
Elevation Certificates (for structures located within a Special Flood Hazard Area)
***NOTE: A foundation survey shall be submitted upon completion of the building foundation. A final as-built survey will also be required upon completion, prior to the Issuance of a Zoning Compliance Certificate and a Certificate of Occupancy ***

FOR NEW HOME CONSTRUCTION, THE "NEW HOME CONSTRUCTION" APPLICATION, AVAILABLE ON THE CITY'S WEBSITE, MAY BE SUBMITTED IN LIEU OF ZONING, TREE REMOVAL & DRIVEWAY PERMIT APPLICATIONS. THE APPLICATION MUST BE COMPLETED IN ITS ENTIRETY, AND ALL ADDITIONAL REQUIRED DOCUMENTS MUST ACCOMPANY THE APPLICATION

FLOODPLAIN DEVELOPMENT PERMITS MUST BE ISSUED PRIOR TO THE ISSUANCE OF A ZONING PERMIT FOR ANY DEVELOPMENT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA (SFHA). PLEASE REFER TO THE PLANNING & ZONING DEPARTMENT PAGE ON THE CITY'S WEBSITE FOR FLOOD RESOURCE INFORMATION, OR CONTACT THE CITY'S FLOODPLAIN ADMINISTRATOR

You will need a Stormwater 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.

For questions relating to Stormwater Management Permits, please contact Bridget Flora at 910-253-2405.

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Building Permit Checklist



- All other trades must apply for and sign their own permits.
- Please allow up to five (5) business days for plan review.

	Zoning Permit
	Completed Building Permit Application
	Wastewater Authorization to Construct ~ Issued by Brunswick County Environmental Health Department
	Floor Plan with Dimensions and Room Use
	Lien Agent Information
	Proof of Workman's Compensation Insurance
	Truss Plans as Soon as Possible

Before Certificate of Occupancy



	Zoning ~ Compliance Certificate
	Energy Efficiency Certificate ~ Must be Affixed Permanently in Building
	Wastewater Operational Permit ~ Issued by Brunswick County Environmental Health Department

Lot clearing procedures will follow these guidelines:

1. Authorization from Brunswick County to construct a wastewater system.
2. Driveway permits will be issued with lot clearing permit. ~ **Driveway culverts will be installed by City Public Works Department.**
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.