



Single-Family Detached & Two-Family Residential Development

This Project's Address	
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RESIDENTIAL ZONING CHECKLIST



	Zoning Permit Application w/Fee (\$50.00)
	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) *Floodplain must be delineated on the survey if any portion of the property is located within a Special Flood Hazard Area (SFHA)
	Storm Water Worksheet
	Wastewater ~ Improvement Permit, Authorization to Construct or Operational Permit
	Driveway Permit Application
	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
	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 ***

**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.

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



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

<u>Your Notes</u>

~ 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 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.