



City of Southport

Application Checklist For A Building Permit

Permittee is required to have the following before application for permit will be processed. Attach this sheet to the front of your completed application.

- _____ Completed Application (with Parcel Number Identification) and address of project.
PERMIT WILL NOT BE ISSUED WITHOUT PARCEL NUMBER AND ADDRESS! (NO KIDDING!!!!!!)
- _____ Detailed Survey Plat (showing location of structure, setbacks, etc.)
- _____ Owner Built Affidavit
- _____ Contractors Affidavit
- _____ Affidavit of Workers' Compensation Insurance
- _____ Prescriptive compliance Worksheet
- _____ Public Service Location Application
Signed by Public Service Director and Tax Collector
- _____ Septic Tank Permit

All necessary forms are completed and signed:

Applicants Signature

Notes

Permits needed for new construction, renovations, decks, docks, bulkheads, pools, fences, mobile homes, modular homes, garages, accessory buildings (any size), etc.

All permits must be posted in protective coverings, visible from the road.

No home can be occupied until a Certificate of Occupancy is issued.

A final as built survey will be required for all work changing the "footprint" of the structure.

House numbers must be posted **on the house** visible from the road.

Contractor or Owners acting as contractors shall be responsible for knowing all State and local building ordinances. **Section 9-92 (8) City Code, prohibits construction activities on Sundays** except in case of urgent necessity in the interest of public safety and then only with a permit from the Building Inspector.

All work must conform with North Carolina State Building Codes and local City Codes.

Oversight on the part of any inspector or other official or employee of the inspection department shall not legalize the violation of any provision of the City regulatory code or State building code.

Contractors or Owners acting as their own contractor are responsible for calling for inspections.



City of Southport BUILDING PERMIT APPLICATION

Department of Planning and Inspections
107 East Nash Street
Southport, North Carolina 28461
Phone: (910) 457-79205 Fax: (910) 457-7957

INSTRUCTIONS

1. This information is required by the City of Southport and the Building Code Council on all permit applications.
2. Attach all site plans, building plans, and specifications.
3. Projects other than single-family residences and duplexes that require a professional designer must also complete the COMMERCIAL PROJECTS – BUILDING CODE SUMMARY.
4. **All boxes are to be completed.** If an item does not apply, mark with a "N/A".
5. PLEASE PRINT OR TYPE CLEARLY.

A. **Property Owner** _____

Mailing Address _____

City _____ State _____ Zip code _____

Telephone _____ Fax _____ Email _____

B. **Property Description:** Tax Parcel # _____

Street Address (To be assigned) _____

C. **Attach survey plat with location of structure on lot with setbacks.**

D. **Zoning Regulations**

Total Project Cost _____
 Number of Buildings _____ Height as Planned _____ Lot Area _____
 Corner Yes No Flood Zone A V Elevation _____

E. **Building Characteristics**

Length _____ Ft Width _____ Ft Heated Area _____ Sq Ft
 No of Stories _____ Unheated _____ Sq Ft Carport _____ Sq Ft
 Covered Porches _____ Sq Ft Open Deck _____ Sq Ft No. of Bedrooms _____
 No. of Baths _____ Basement Y N
 Sewer _____ Septic Permit No. _____

F. **Type of Construction**

New Construction Mobile Home Remodel Demolition
 Modular Home Addition Repair Removal

G. **Fireplace - Woodstove - Prefab**

Type _____ Number _____
 Chimneys _____ Vents _____

H. **Contractors**

Building _____ License # _____
 Address _____ Phone # _____
 City _____ State _____ Zip _____ Fax # _____
 Email _____

Plumbing _____ License # _____
 Address _____ Phone # _____
 City _____ State _____ Zip _____ Fax # _____
 Email _____

Mechanical _____ License # _____
 Address _____ Phone # _____
 City _____ State _____ Zip _____ Fax # _____
 Email _____

Electrical _____ License # _____
 Address _____ Phone # _____
 City _____ State _____ Zip _____ Fax # _____
 Email _____

Other _____ License # _____
 Address _____ Phone # _____
 City _____ State _____ Zip _____ Fax # _____
 Email _____

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein. I am the owner of the above property or I am acting as the owner's agent.

THE NC BUILDING CODE REQUIRES A COPY OF THE APPROVED PLAN TO BE KEPT ON THE JOB SITE. PICK UP YOUR APPROVED JOB SITE PLAN WHEN YOUR PERMIT HAS BEEN ISSUED.

Owner/Agent Signature

Date

***** FOR OFFICE USE ONLY *****

Date Application Received:	Date Building Permit Paid:	Amount Permit Fee Paid:	HRF Paid: N/A <input type="checkbox"/> \$10.00 <input type="checkbox"/>
Approved:	Denied:	Non Conforming	Variance



City of Southport

AFFIDAVIT

**APPLICATION FOR PERMIT TO PERFORM BUILDING CONSTRUCTION UPON
APPLICANT'S OWN PROPERTY**

The undersigned hereby makes application to the City of Southport Building Inspector, for the issuance of a permit to entitle applicant to perform building construction work upon his own property, and in support thereof, swears or affirms, under the penalties provided by law, that all information contained herein, and in the application for Building Permit Number _____, is true of my own knowledge and belief, and that:

1. If granted the permit herein applied for, Applicant will perform or personally supervise the specific work contemplated hereby and upon the improvements described in the aforesaid Building Permit Application.
2. The Applicant is the sole, or joint owner, of the property upon which the work contemplated will be done and that said property or the contemplated improvements are not presently intended for sale and there is no present contemplation to utilize said premises for sale.
3. Applicant is personally familiar with the laws of the State of North Carolina and the Ordinances of the City of Southport applicable to building construction.
4. The Applicant is competent to perform the work for which this permit is requested in a manner which will meet all statutory and ordinance requirements; and is fully aware that all work done under the permit requested shall be subject to regular inspection requirements and fees. If applicant fails to comply with North Carolina Building Codes, that final approval of the work will not be granted and Applicant will, or may, incur additional expenses for correcting violations, and additional fees for re-inspection thereof.

AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE
N.C.G.S. § 87-14

The undersigned applicant for Building Permit # _____ being the
_____ Contractor
_____ Owner
_____ Officer/Agent of the Contractor or Owner

do hereby aver under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit

_____ has/have three (3) or more employees and have obtained workers' compensation insurance to cover them.

_____ has/have one or more subcontractor(s) and have obtained workers' compensation insurance covering them.

_____ has/have one or more subcontractor(s) who has/have their own policy of workers' compensation covering themselves.

_____ has/have not more than two (2) employees and no subcontractors,

understood that the City of Southport Inspection Department issuing the permit may require certificates of coverage of workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Firm name: _____

By: _____

Title: _____

Date: _____



CERTIFICATION AS TO STATUS OF LICENSURE TO THE CITY OF SOUTHPORT

FOR THE GENERAL CONTRACTOR TO SIGN:

I understand that I am signing this document under oath; I certify that I am making a truthful statement. I have entered into a construction contract where the cost of the undertaking exceeds \$30,000.00; the contract, whether written or oral, is in the exact name as listed with the NC Licensing Board for General Contractors. I am not in a partnership (including any "joint venture" [unless in compliance with 21 NCAC12.0207] with any unlicensed entity.) I certify that I am presently licensed under the name . _____

License number . _____ My license is active and in good standing. I have filed all the necessary renewal forms with the NC Licensing Board for General Contractors. I am not presently under any disciplinary order issued by the NC Board of General Contractors which disqualifies me for a building permit. I certify to this building inspections department that I have paid license tax (es) as required by the NC Department of Revenue; I have in effect all required workers' compensation insurance coverage. I have filled out the attached worksheet/affidavit regarding workers' compensation and I agree to submit certificates of insurance coverage upon demand by the building inspector. I understand that I am responsible for ascertaining whether I am obligated by law to obtain workers' compensation insurance and to assure that my insurance coverage is adequate. I have made all reasonable inquiries of the appropriate authorities and/or sought private legal counsel to assure that I am providing all workers' compensation coverage required by law. I understand that a licensed General Contractor must pay a \$5.00 fee upon applying for a residential building permit pursuant to GS 87-15.3 "Homeowners' Recovery Fund" Act of North Carolina, \$4.00 of which the permitting official shall forward to the NC Licensing Board of General Contractors.. I understand that the unlicensed practice of general contracting is a criminal offense under GS Section 87-13 and that I may be sued by the NC Licensing Board for General Contractors for an injunction if I practice without a license as required by law. I also understand that under NC case law, an unlicensed practitioner may be barred from recovery of any civil damages if the job owner refuses to pay. I have been informed that any authority issuing a building permit to an unlicensed contractor where a license is required may be found guilty of a misdemeanor and I certify to this department that they may rely on my statement as truthful regarding the status of my license.

This the _____ day of _____, 20__ . _____

Signature of applicant

Sworn and subscribed before me this the _____ day of _____, 20__ .

(seal)

Notary Public

Commission Expiration

Prescriptive Compliance Worksheet

This worksheet(s) shall be provided on all one and two family dwellings and/or room additions. Trade-off calculations for any component shall be attached with this sheet showing a BTU-for-BTU evaluation. Trade off calculations may be performed by satisfying the requirements of the 2000 Res Check Version 3.0-2000 except that high efficiency equipment may not be traded

off against envelope components. A worksheet shall be provided for each different assembly. The entries in this Appendix do not include all products.

City of Southport is in Zone 6

Prescriptive Compliance for Ceiling

Component	Products	R-Value Between Framing	To Be Used
Inside Air Film	(to be included for all Situations)	0.61	0.61
Interior Finish	1/2" Drywall	0.45	
	5/8" Drywall	0.56	
	(Other)		
Mineral Fiber or loose fill or cellulose	R-19 Batts	19.00	
	R-22 Batts	22.00	
	R-30 Batts	30.00	
	R-38 Batts	38.00	
	(Other)		
Sheathing on Inside of Rafters	1" Expanded Polystyrene Foam	3.80	
	1" Extruded Polystyrene Foam	5.00	
	1" Polyurethane	7.20	
	1" Polyisocyanurate	7.20	
	(Other)		
Outside Air Film	(to be included for all situations)	0.17	0.17
Total R-Value Between Framing of Ceiling (Must be 31 or More)			

Trade-off calculations (E-2501.7) must be attached for cathedral ceilings of less than R-31

Prescriptive Compliance For Floors

Component	Products	R-Value Between Framing	To Be Used
Inside Air Film	(to be included for all situations)	0.61	0.61
Mineral Fiber	R-19 Batts	19.00	
Flooring	(sub-floor + finished floor value)		
Outside Air Film	(to be included for all situations)	0.17	
Total R-Value Between Framing of Floor (Must be 20 or More)			

SLAB-ON-GRADE must have R-5 perimeter insulation extending 24" (total) down and underneath but at least to the frost line.

Prescriptive Compliance For Glass Door & Window Units

% Openings	Window Type Used	Area of Openings
Up to 1%	Single Glazed	
Up to 23%	Single Glazed & Storm or Double Glazed	
>23%>33%	Double Glazed with Low-Emissivity Glass	
33% or more	Double Glazed with Low-E & Argon Gas	

Components Used At Structural Sheathing

Component	Products	R-Value Between Framing	To Be Used
Inside Air Film	(to be used for all situations)	0.68	0.68
Interior Finish			
Insulation			
Sheathing			
Exterior Finish			
Outside Air Film	(to be included for all situations)	0.17	0.17
Total R-Value Between Framing at Structural Sheathing (Must be 16 or More)			

Indicate products to be used and use R-Value from above. Trade-off calculations (E-2501.7) may be used for assemblies less than R-16 and attached to this worksheet.

Prescriptive Compliance For Opaque Wall

Component	Products	R-Value Between Framing	To Be Used
Inside Air Film	(to be included for all situations)	0.68	
Interior Finish	1/2" Drywall 5/8" Drywall Interior Paneling (other)	0.45 0.56 0.25	
Mineral Fiber w/Vapor Retarder	R-11 Batts R-13 Batts R-15 Batts R-19 Batts <small>Compressed to 5 1/2"</small> R-21 Batts	11.00 13.00 15.00 18.00 21.00	
Loose Fil	Cellulose fiber insulation <small>(3.5 pcf x 3 1/2"</small> (other)	12.00	
Sheathing	1/2" Reg Density fiber insulation board 1/2" Inter. Density fiber insulation board 25/32" Reg. Density fiber insulation board 3/8" Plywood/OSB 1/2" Plywood/OSB 5/8" Plywood/OSB 3/4" Plywood/OSB 1/2" Expanded Polystyrene Foam 3/4" Expanded Polystyrene Foam 1" Expanded Polystyrene Foam 1/2" Extruded Polystyrene Foam 3/4" Extruded Polystyrene Foam 1" Extruded Polystyrene Foam 3/4" Polyurethane with impermeable facing 1" Urethane 3/4" Urethane (other)	1.32 1.22 2.06 0.47 0.62 0.77 0.93 1.90 2.85 3.80 2.50 3.75 5.00 5.40 7.20 5.40	

Exterior Finish	1/2" Hardboard	0.67	
	3/8" Plywood	0.47	
	Alum., Vinyl, or Steel siding (hollow-backed)	0.62	
	1/2" Beveled, 8" lapped siding	0.81	
	3/4" Beveled, 10" lapped siding	1.05	
	4" Face Brick Veneer + air space (other)	1.38	
Outside Air Film	(to be included for all situations)	0.17	0.17
Total R-Value Between Framing of Opaque Wall (Must be 16 or More)			
or complies with Section E-2502 Exception 1 2 3			



City of Southport

Building Permit: _____

Public Service Location Application

Name: _____

Address: _____

Address Verification: _____

(Tax Collector Signature)

Date

All building permit applications requesting Southport public services shall have , approved by the Public Service Director , a site plan on an 8 ½ X 11 sheet showing:

1. street in front of property
2. lot layout
3. proposed structure placement on property
4. approximate location of required services:
 - A. water
 - B. sewer
 - C. electric

To be filled out by Public Service Director

_____ water available _____ tap size _____ irrigation tap

_____ sewer available _____ sewer depth at property line (approximate)

_____ electric available _____ overhead service _____ underground service

_____ special requirements _____

The above services are available at the indicated address.

Public Service Director

Date