



VILLAGE OF BALD HEAD ISLAND

BUILDING PERMIT CHECKLIST

ALL OF THE FOLLOWING ITEMS MUST BE SUBMITTED

The Village of Bald Head Island follows the NC State Building Code

1. **Lot Survey:** Correct lines and elevation of the lot, if in a flood zone. If on the water, the AEC line must be shown with the total impervious surface shown. The survey must be a recent survey by a registered surveyor and must include the following:
 - a. Elevation of the lot. NOTE: A final elevation certification must be turned into our office not more than five (5) days prior to final inspections on any building in the V-Zone or A-Zone.
 - b. The actual dimensions of the lot to be built upon.
 - c. Lot number, block number, and section in which lot is located.
 - d. The location of the proposed structure with the dimensions of the structure.
 - e. The location of the proposed structure and the location of any other structures.
 - f. Number of dwelling units the building is designed to accommodate.
 - g. All yard setbacks measured from the property line to the farthest most projections (ex. steps, decks) must be shown in the survey. NOTE: See Development Services Department for the correct setbacks for your zoning district.
 - h. Other information that may be essential for determining whether the provisions of the Zoning Ordinance are being observed (ex. AEC lines, high-water lines, Corps of Engineers Right of Way lines, impervious surface coverage, percent of AEC coverage, 404 wetlands, etc.)
2. **CAMA (Coastal Area Management Act) Permit:** If the lot is located in the Area of Environmental Concern, any ground disturbing activity requires a permit.
3. **Plans of the Structure or Dwelling:** The plans must be to scale and include a cut-away wall section, piling plan, foundation plan, elevations (size of windows, doors, etc.).
4. **Workers' Compensation Policy:** Contractors must fill out and submit a signed, notarized Affidavit of Workers' Compensation Coverage. If a homeowner, we need a copy of the Workers' Compensation Policy and proper affidavit signed by the homeowner.
5. **Application for a Building Permit:** A Village of Bald Head Island Building Application completed will all spaces filled in.
6. **Energy Worksheet:** A completed Appendix J Compliance Worksheet. This sheet is required by the Building Code.

Building Permits issued shall become invalid unless the work authorized by it has commenced within six (6) months of its date of issuance, or the work authorized by it is suspended or abandoned for a period of one (1) year.

*** ALL OF THE ABOVE ITEMS ON THE LIST MUST BE LEFT IN OUR OFFICE FOR A PERIOD OF TWENTY-FOUR (24) HOURS FOR REVIEW BEFORE A PERMIT WILL BE ISSUED, THERE WILL BE NO EXCEPTIONS.***

Stephen Boyett, Development Services Director
PO BOX 3009
Bald Head Island, NC 28461
(910) 457-6255
sboyett@villagebhi.org



**The Village of Bald Head Island
Development Services**

*****NOTE*****

**ALL PERMIT
FEES**

**(ELECTRICAL, PLUMBING,
HVAC, and FIRE)**

**WILL BE COLLECTED
AT TIME OF
MAJOR BUILDING
PERMIT ISSUANCE**



Village of Bald Head Island Permit Application

New Construction of One and Two Family Dwellings

Project Address: _____

Property Owner: _____

General Contractor: _____ Cell Number _____

Project Description (include if there is an attached, detached garage/crofter): _____

Project Information _____

Dwelling Type: One Family Two Family

Number of Bedrooms: _____ Number of HVAC Units: _____

Number of Bathrooms: _____ Total Project Construction Cost: \$ _____

Square Footage

	Heated Area	Covered Area	Open Area
1 st Floor	_____	_____	_____
2 nd Floor	_____	_____	_____
3 rd Floor	_____	_____	_____
Garage	_____	_____	_____
Crofter	_____	_____	_____
Totals	_____	_____	_____

***Total Impervious Area** _____

Plumbing: Number of Fixtures

Water Closets _____ Urinals _____ Lavatories _____ Floor Drains _____ Bathtubs _____

Exterior Showers _____ Water Heaters _____ Sinks _____ Catch Basins _____ Shower Baths _____

Laundry Tubs _____ Garage Sprinklers _____ Washing Machines _____ Dishwashers _____ **TOTAL:** _____

Building

Contractor: _____ Cell Number _____

Email: _____ NC License # _____

Address: _____

Electrical

Contractor: _____ Cell Number _____

Email: _____ NC License # _____

Address: _____

Plumbing

Contractor: _____ Cell Number _____

Email: _____ NC License # _____

Address: _____

Mechanical

Contractor: _____ Cell Number _____

Email: _____ NC License # _____

Address: _____

Gas

Contractor: _____ Cell Number _____

Email: _____ NC License # _____

Address: _____

Fire Alarm

Contractor: _____ Cell Number _____

Email: _____ NC License # _____

Address: _____

**CERTIFICATION AS TO STATUS OF LICENSURE TO THE VILLAGE OF BALD HEAD ISLAND
GENERAL CONTRACTOR**

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; the contract, whether written or oral is in the exact name as listed with the North Carolina Licensing Board for General Contractors. I am not in partnership (including a "joint venture: with any unlicensed entity unless in compliance with 12NCAC 12.0207). I certify that I am presently licensed under the name _____ and my license number is #_____. My license is active and in good standing. I am not presently under any disciplinary order issued by the Licensing Board which disqualifies me for entering into a construction contract. I certify to this Development Services Department that I have paid any license tax as required by the North Carolina Department of Revenue. I have in effect all required workers' compensation insurance coverage and I agree to submit certificates of such coverage to the Development Service Director upon request. I understand that I am responsible for ascertaining whether I am obligated by law to obtain workers' compensation coverage and to assure that my insurance coverage is adequate. I understand that a licensed general contractor must pay a \$10.00 fee upon issuance of a residential building permit pursuant to NCGS 87-15.3 the Homeowner's Recovery Fund Act of North Carolina; \$9.00 of which the permitting official will forward to the Licensing Board. I understand that under North Carolina 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.

AFFADAVIT OF WORKERS' COMPENSATION COVERAGE

The undersigned applicant or authorized agent for a building permit being the contractor, owner, or agent for the owner or contractor do hereby affirm under penalties of perjury that the person(s), firm(s), or corporation(s) performing the work set forth in the permit:

- _____ Have three (3) or more employees and have obtained workers' compensation insurance to cover them.
- _____ Have one or more subcontractors and have obtained workers' compensation insurance to cover them.
- _____ Have one or more subcontractors who have their own policy or workers' compensation covering them.
- _____ Have no more than two (2) employees and no subcontractors.

While working on the project for which this permit is sought it is understood that the Development Services Department issuing the permit will 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 the work.

Firm Name: _____ Date: _____

By: _____ Title: _____
Printed Name of Agent

Signature: _____

State of North Carolina
County of Brunswick

I, a notary of said County and State, do witness my hand and official stamp this day ___ of _____, _____

Notary Public

Commission Expiration

Contractor Lien Agent Form

Lien Agent Name: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

North Carolina Administrative Codes and Policies

101.3 Scope

101.3.1 Requirements of other state agencies, occupational licensing boards or commissions. The North Carolina State Building Codes do not include all additional requirements for buildings and structures that may be imposed by other state agencies, occupational licensing boards or commissions. It shall be the responsibility of a permit holder, design professional, contractor or occupational license holder to determine whether any additional requirements exist.

Commentary: Many State agencies, occupational licensing boards or commissions have specific design and construction requirements that are not incorporated into the North Carolina State Building Codes and are not enforced by code enforcement officials. Permit holders, design professionals, contractors or occupational license holders should consult with any relevant boards or agencies to determine whether there are any additional construction and design requirements for their projects.



Village of Bald Head Island

Development Services Department

List of Required Inspections

1. **Temporary Service Pole** – when set in place and called in by electrical contractor.
2. **Piling Delivery** – when pilings are delivered to the job site, before any pilings set into the ground.
3. **Piling Penetration** – after pilings are set in the ground and before any pilings are cut off or notched. Flood plain elevation marked on pilings at this time.
4. **Wall Sheathing** – after all wall plywood is properly nailed to the wall, before felt paper or Tyvek installed.
5. **Roof Sheathing** – after all roof plywood is properly nailed to the roof, before felt paper is installed.
6. **Rough-In Electrical Inspection** - to be made when all rough-in wiring is complete, including ALL boxes in place, ALL wires tied together, and ALL boxes made up including draft stopping ALL holes.
7. **Rough-In Mechanical Inspection** – to be made when ALL ductwork is in place, condensation lines in place with proper drain and ALL draft stopping in place.
8. **Rough-In Plumbing Inspection** – to be made when ALL drain and water lines are in place with water test on lines and draft stopping in place.
9. **Framing Inspection** - to be made when ALL subs inspections are complete, ALL hurricane clips, tie downs, and bolts are in place, ALL felt or Tyvek installed, and ALL fire and draft stopping in place.
10. **Insulation** – to be made when ALL above listed inspections are approved and insulation is in place.
11. **Other Inspections** – items such as fireplaces, gas lines, any footings or slabs, etc. made when ready and called, before walls closed up or concrete poured, etc. Slabs require termite treatments with documentation provided to the Building Inspector.
12. **Final Inspection** – made when ALL trades have finished, and structure is complete. Electrician needs to have temporary 120 Volts on house to check receptacle polarity and fire alarm system. Generally, ALL Final Inspections can be done at one time.
13. If you are in a Flood Plain – FINAL ELEVATION CERTIFICATE is required five (5) days before Final Inspection is done.
14. Building Permit Card must be on display at all times. No permit displayed – no inspections done.
15. ****Prior to issuance of Certificate of Occupancy****, a foundation survey or final as-built survey must be completed and turned in to Building Inspections.

Village of Bald Head Island
Schedule of Building Permit Fees and Land Use Development Review Fees
Effective July 1, 2019

Item	Description of Fee	Amount
1	<u>Building Permit Fee - Based on Valuation</u>	
	0 - \$5,000	\$ 60.00
	\$5,000 - \$15,000	\$ 100.00
	\$15,001 - \$25,000	\$ 150.00
	\$25,001 - \$30,000	\$ 225.00
	> \$30,000 = \$7.00 per \$1,000 or fraction thereof	
2	<u>Structure Valuation (per square foot)</u>	
	Residential Heated Space	\$ 155.00
	Commercial Heated Space	\$ 175.00
	Residential Covered Area	\$ 75.00
	Commercial Covered Area	\$ 90.00
	Residential Uncovered Area	\$ 55.00
	Commercial Uncovered Area	\$ 55.00
3	<u>Heating and Air Conditioning</u>	
	Electrical Mechanical System	\$ 70.00
	Gas Mechanical System	\$ 70.00
4	<u>Electrical</u>	
	Temporary Service	\$ 40.00
	Living Units	\$ 150.00
	Crofter Units	\$ 40.00
	Commercial Units	\$ 200.00
5	<u>Fire Prevention</u>	
	Fire Alarm System	\$ 60.00
	Fire Sprinkler System	\$ 60.00
	Commercial Fire/Safety Inspection	\$ 75.00
6	<u>Plumbing</u>	
	Basic Charge	\$ 50.00
	Fixture Units (including water heater and outside shower)	\$ 6.00
7	<u>Minor Permits</u>	
	Re-roofing	\$ 40.00
	Wiring Lift Pumps	\$ 40.00
	Replace Defective HVAC Units	\$ 40.00
	Project Requiring New Electric Service	\$ 50.00
	Re-inspection Fee	\$ 75.00
	LP Tanks	\$ 40.00
	Fences	\$ 40.00
	Docks/Piers, per square foot	\$ 30.00

Village of Bald Head Island
Schedule of Building Permit Fees and Land Use Development Review Fees
Effective July 1, 2019

Item	Description of Fee	Amount
	Bulkheads, per linear foot	\$ 0.60
	Landscape Permit	\$ 40.00
	Tents	\$ 50.00
	Fortified for Safer Living	\$ 150.00
8	<u>Penalties</u>	
	Penalties for Work without Permit	\$ 250.00
9	<u>Land Use Development Review</u>	
	Development Application Fees	
	Subdivision Plans (per submission):	
	Preliminary Plat Review	\$ 1,200.00
	Final Plat Review	\$ 1,000.00
	Planned Unit Development Plans	
	Master Plan Review:	
	Original Submission	\$ 2,000.00
	Amendments	\$ 1,400.00
	Site Specific Plan Review:	
	Preliminary Site Specific Plat	\$ 1,000.00
	Final Site Specific Plat	\$ 1,000.00
	Permit Applications	
	Conditional Use Permit	\$ 700.00
	Special Use Permit	\$ 700.00
	Zoning Ordinance Amendment Applications	
	Rezoning Request	\$ 1,000.00
	Text Amendment	\$ 500.00
	Board of Adjustments	
	Appeals, Variance Requests, etc.	\$ 400.00



The Village of Bald Head Island Development Services

Fire Alarm Certification

_____, certifies that the fire alarm system
Name of Company

at Lot # _____, _____
Address

has been connected to the central monitoring system for _____.
Construction Co.

Date

Signature

Position

NOTICE

Renovation & Demolition Requirements for North Carolina

The issuance of this permit does not in any way grant permission to the owner, owner's representative, or permit holder to proceed without complying with the requirements of the North Carolina programs for asbestos and lead-based paint.

The North Carolina laws administered by the NC DHHS, Health Hazards Control Unit (HHCU), may require training, licensing, or permitting with the HHCU in addition to your local city/county issued permit.

Failure to comply with applicable requirements of the laws may result in environmental contamination, personal exposure, additional project cost and potential penalty assessments.

For copies of the asbestos and lead-based paint laws or for more information regarding asbestos or lead-based paint, visit the following website:
<http://epi.publichealth.nc.gov/asbestos/healthaz.html>

You can also call the HHCU at 919-707-5950.