

Town of North Topsail Beach



Permitting Policy Information

Building Code Enforcement

Please review the following policy information concerning required documentation that you may need prior to submitting any permit application.

- **Forms** need to be completed in **black ink** with all spaces completed or marked NA
- **Address/Phone Numbers:** Provide accurate address and phone numbers so that we may contact you, if necessary.
- **CAMA:** The Coastal Area Management Act requires permits for development in Areas of Environmental Concern (AEC). If you're planning any sort of development—from a sandbag structure to a bridge to a condominium—contact the Town's Planning Department and request a CAMA application. Please contact the Town's CAMA LPO for more information.
- **Zoning:** All of North Topsail Beach is subject to zoning regulations. Please contact the Town's Zoning Administrator to find out how you might be affected with your proposed use.
- **Change of Occupancy or Use will require a Zoning/Fire/Building Compliance form to be completed as applicable for the building or use involved**
- **Flood Zone:** The Town of North Topsail Beach has adopted VE zone standards for construction. Please contact the Town's Flood Plain Administrator for specific information regarding your project.
- **For All Lessee's:** All **Electrical work** must be performed by a Licensed professional GS 87-43.1 (5) and (5a) rather than by lessee or owner.
- **Plans** must be submitted in a clear legible format showing **ALL** required items pertaining to the construction of the project. This **must** include a Foundation plan certified by a Registered Design Professional and All structural components. You will need to include All construction below BFE/DFE on your plans as required by the Building Codes and Flood Plain requirements established by the Town. Please submit at least 2 copies of all Plans, do not roll plans, but fold in 14 x 9 size if possible. Plans cannot be released from our office to make additional copies.

- **Review/Approval Cycle:** The goal is to conduct parallel review and reduce the turn-around time for all permits when possible. We will ask to schedule a review session in order to expedite your project and ensure **ALL mandated** requirements are achieved prior to issuing the Permits. Upon receipt and approval of all documents for CAMA, FLOOD, ZONING, a Building Permit can be issued. You will be notified by the Inspections Department when your permit is ready for issue and your cost. The permit should be picked-up within 30 days. After 60 days your permit will be voided.
- **Permit Expiration:** Under State law, permits expire if “the work authorized by the permit” is not started within 6 months after issuance or if the “work authorized by the permit” is discontinued for a period of 12 months. GS 160-358
- **Job Box:** The building permit and approved plans (stamped/dated), the zoning permit and approved plot plan must be available on site in a protective container.
- **Re-Inspection Fee** is applied as determined by the Building Inspector based on failed inspections or inspections determined to be Not Ready. All re-inspection fees must be paid prior to the scheduling of the next inspection.
- **Permit Revision:** All revisions must be approved by the responsible inspector, CAMA, FLOOD, ZONING, BUILDING as required. Additional fees and/or new plan submission may be required dependent on the time involved, square footage, bathrooms, bedrooms, Decks, etc. If your **Tradesmen** change from those listed on the application, then you are required to submit a Trade change application to the inspections office per GS 160A-359.
- **Code Enforcement Officers:** We are available to answer Code related questions and provide limited guidance within the scope of current Codes, rules and regulations; however, we **cannot** design or engineer your job and cannot be used for quality control. The Code Enforcement Officer has the responsibility of enforcing the code as set forth by the State of North Carolina.
- **Scheduling Inspections:** Inspections may be scheduled by contacting the Inspections office. Please provide the address, phone number, point of contact, type of Inspection and any details that may be helpful to allow for the inspection to occur. **DO NOT schedule any inspection until it is actually ready for inspection, this will prevent NOT READY re-inspection fees.**
- **Final Inspections:** **You must** have a correct Final Elevation Certificate, Plot Plan, Sewer Approval, Elevator Certification, Piling installation approval, etc. prior to scheduling a Final Building Inspection and/or receiving a signed Certificate of Occupancy.

A permit is required before you start work. If you start work without a permit, you will be subject to double fees and a fine, and possible removal of the work that you started.