



Residential Building Permit Checklist

REQUIRED APPLICATION MATERIALS:

- ___ **Completed Residential Building Permit Application**
- ___ **Building plans:** one (1) set. The Town no longer retains a set of residential building plans
- ___ **Site plan** showing the setbacks of the proposed structure(s) from all property lines
- ___ **Red-cockaded woodpecker** letter, if applicable (US Fish & Wildlife Service (910) 695-3323)
- ___ **Proof of Address** assigned by Moore County, if not previously established (Rachel Smith (910) 947-7142)
- ___ **Lien Agent form**, if applicable (www.liensnc.com)
- ___ **Completed Construction on Town Right of Way form** (driveway permit) (Cory Albers (910) 692-1983)
- ___ **Completed Soil Erosion and Sedimentation Control Compliance Form** (Jay Hough (910) 692-1983)
- ___ **Completed Installation of Water/Sewer Service Permit Application or County Septic Tank Approval**
(Town: Ron Istre (910) 692-1983 or Moore County: (910) 947-6283)
- ___ **Certificate of Appropriateness** if the property is located within the Historic District

APPROVAL PROCESS:

1. **Staff review:** Staff will review the submittal and notify the applicant if additional information or documentation is needed. **Once ALL required documentation has been submitted, please allow up to five (5) business days for review.**
2. **Permit fees** will be determined by a building inspector upon review of the application and building plans.
3. **Approval** of driveway, erosion control and water/sewer service (or proof of septic tank approval) must be received prior to issuance of the building permit.
4. **Issuance of Building Permit:** The applicant will be notified once all approvals are obtained and the Building Permit can be issued. **The permit must be picked up and the fees paid in person. Cash, check and credit card payments are accepted.**

**INSPECTIONS MUST BE SCHEDULED AT LEAST 24 HOURS IN ADVANCE BY CALLING (910) 692-4003.
WE DO NOT SCHEDULE INSPECTIONS VIA VOICEMAIL.**

BUILDING PERMITS & INSPECTIONS
COMMUNITY DEVELOPMENT DEPARTMENT
TOWN OF SOUTHERN PINES
180 SW BROAD STREET
SOUTHERN PINES, NORTH CAROLINA 28387
(910) 692-4003
www.southernpines.net



Residential Building Permit Application

Project Information:

Property Owner: _____

Property Address: _____ Phone: _____

PIN: _____ Parcel ID: _____

Project Type: New: ___ Alteration: ___ Addition: ___ Demolition: ___ Relocation: ___

Type of Construction: Wood frame: ___ Masonry: ___ Other: _____

Proposed Use: _____ Estimated Cost of Construction: \$ _____

New construction (including additions, accessory structures & swimming pools) setbacks:

Front: _____ Left Side: _____ Right Side: _____ Rear: _____

Note: If this permit is for a swimming pool, the location of the fence (with setbacks) must be shown on the site plan.

Contractor (exactly as name appears on license):

Company Name: _____ License No.: _____

Mailing Address: _____

Point of Contact: _____ Phone: _____ Email: _____

Date: _____

Signature of Applicant

Subcontractors (exactly as name appears on license):

Electrical: _____ License #: _____ Phone: _____

Plumbing: _____ License #: _____ Phone: _____

Heating/Air: _____ License#: _____ Phone: _____

Insulation: _____ Phone: _____

This section must be completed for all residential building permit applications, including new construction, additions and alterations.

Total heated area: _____ sq. ft.

Total area (including garage, decks, porches, etc.): _____ sq. ft.

Number of HVAC units: _____

Electrical service size: _____

Number of plumbing fixtures: _____

Temporary pole: yes: _____ no: _____

RPZ for landscaping: yes: _____ no: _____

Geo-thermal systems: yes: _____ no: _____ # of units: _____

Gas piping: yes: _____ no: _____ # of units: _____ natural gas: _____ propane: _____

Additional details: _____

Note: Once ALL required documentation has been submitted, please allow up to five (5) business days for review.



Construction on Town Right-Of-Way

PERMIT VOID IF WORK NOT BEGUN WITHIN 30 DAYS OF APPROVAL

Call Before you Dig - NC811---800.632.4949

Site Address: _____

Applicant Information

Name: _____ Address: _____

Phone #: _____ Email: _____

Property Owner

Name: _____ Address: _____

Phone #: _____ Email: _____

Contractor Information

Name: _____ Address: _____

Phone #: _____ Email: _____

DESCRIPTION OF WORK (check all that apply)

- Pavement Cut Driveway Storm Drainage Tree Removal in R/W Sidewalk
- Driveway Pipe Installation by Town of Southern Pines Other

Description: Please attach a separate lot drawing depicting the location of the proposed driveway, structures, and any trees proposed to be removed within the Town right-of-way. Please include dimensions of driveway and dimensional distances from site features such as property lines, structures, specific trees or other improvements.

***Note:** Applicant shall physically mark the driveway location on the lot using paint, flags, stakes, or similar prior to submitting this form for review. Please provide picture documentation of the marked locations with this form.

Applicant Signature: _____ Date: _____

Approved By: _____ Date: _____

APPLICANT SHALL CONTACT THE TOWN TO PERFORM A DRIVEWAY INSPECTION PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY. FAILURE TO ARRANGE AN INSPECTION FROM THE TOWN MAY RESULT IN REINSTALLATION OF THE DRIVEWAY AT THE SOLE RESPONSIBILITY OF THE APPLICANT.

INITIAL INSPECTION APPROVALS

Date of Initial Inspection Request: _____

Date of Initial Inspection: _____ By: _____

Comments:

- | | |
|---|--|
| <input type="checkbox"/> Driveway Pipe Required ; See APP. B of the UDO | <input type="checkbox"/> Tree Removal Permit Required |
| <input type="checkbox"/> No Pipe Required | <input type="checkbox"/> Install Per Approved Site Plan |
| <input type="checkbox"/> NCDOT Road, Contact NCDOT at 910-944-7621 | <input type="checkbox"/> Invoice Paid |
| <input type="checkbox"/> Private Road, Contact owner of road for approval | <input type="checkbox"/> Install 6" Thick Sidewalk through Drive |

FINAL INSPECTION APPROVALS

Date of Final Inspection Request: _____

Date of Final Inspection: _____ By: _____

Comments:

- | | |
|---|---|
| <input type="checkbox"/> Installed Per Approved Plans | <input type="checkbox"/> Re-inspection Required |
| <input type="checkbox"/> Installed Incorrectly, Reinstall per Plans | |

THE PROPERTY OWNER ACCEPTS RESPONSIBILITY FOR ANY REPAIR OR REPLACEMENT OF NEW INFRASTRUCTURE FOR ONE YEAR FROM THE DATE OF THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY. FAILURE TO REPAIR DAMAGE WITH 30 DAYS OF TOWN NOTICE OF A NECESSARY REPAIR MAY RESULT IN THE TOWN CORRECTING THE WORK AND THEN BILLING THE PROPERTY OWNER FOR SUCH WORK.



Town of Southern Pines

Soil Erosion and Sedimentation Control – Compliance Form

Tracts Less than Thirty-Thousand Square Feet (30,000 SF) Residential and Commercial

This compliance form shall be prominently displayed at the primary entrance to the site of the land disturbing activity
Before construction begins and remain until all construction is complete.

PROPERTY ADDRESS: _____ LRK: _____ NAME OF SUBDIVISION: _____ LOT #: _____ NAME OF PROPERTY OWNER: _____ ADDRESS OF PROPERTY OWNER: _____ NAME OF CONSTRUCTION COMPANY: _____ NAME OF CONSTRUCTION MANAGER: _____ COMPANY TELEPHONE: _____ Email: _____ PROPOSED START DATE OF CONSTRUCTION: _____	
<p>PLEASE READ THE BACK SIDE BEFORE COMPLETING.</p> <p>Choose one of the following approaches:</p> <p><input type="checkbox"/> The most appropriate option from the back of this form is option _____ or a combination of options _____ and _____.</p> <p>The sediment control plan is as drawn in the space to the right or is attached.</p>	<p align="center">EROSION CONTROL PLAN</p>
<p>Describe the purpose of the proposed construction activity</p> 	
<p>THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS READ THE INFORMATION ON THE BACK OF THIS FORM AND IS AWARE OF THE STATED REQUIREMENTS OF THE SOIL EROSION AND SEDIMENTATION CONTROL CHAPTER. THE OWNER MUST COMPLY WITH THE PROVISIONS OF THE CHAPTER.</p> <p>Erosion Control Compliance approval does not grant permission to remove ANY TREES with-in street right of ways of the TOWN. Contact the ToSP Building and Grounds Dept. at 910-692-4863 for removal procedures of trees within the R-O-W. Property Owner is to contact US Fish and Wildlife Services at 910-695-3323 to determine compliance with all rules and regulations regarding Red-cockaded Woodpeckers.</p>	
_____ PROPERTY OWNER'S SIGNATURE	_____ PRINT NAME
<p>FOR OFFICE USE ONLY:</p> <p><input type="checkbox"/> Exempt from installation of ESC measures. REASON: _____</p> <p><input type="checkbox"/> An Erosion Control Plan Approval is required. REASON: _____</p> <p><input type="checkbox"/> An Existing driveway will be used as the Temporary Construction Entrance.</p> <p><input type="checkbox"/> A Town driveway permit is required to construct the proposed Temporary Construction Entrance.</p> <p><input type="checkbox"/> Install Temporary Gravel Construction Entrance in accordance with Town detail attached and as indicated above</p> <p><input type="checkbox"/> Install Silt Fencing in accordance with Town detail attached and as indicated above.</p> <p><input type="checkbox"/> Call Town of Southern Pines Construction Inspector for compliance 48 hours prior to start of work for inspection of measures.</p> <p><input type="checkbox"/> Groundcover on all slopes shall be established within 21 days of completion of any phase of construction. Upon completion of any phase of construction permanent groundcover shall be established within 15 working days or 90 calendar days; or 15 working days or 60 calendar days for property located within High Quality Water Zone.</p> <p><input type="checkbox"/> Within a Red-cockaded Woodpecker cluster - Advise OWNERS to contact US Fish and Wildlife.</p>	
APPROVED BY: _____ DATE: _____	




Soil Erosion and Sedimentation Control PLAN OPTIONS

The Town of Southern Pines Soil Erosion and Sedimentation Control Chapter requires that the minimum erosion control measures, as outlined in Section 154.07 (A), be installed when the disturbed area on a tract of land is less than thirty-thousand square feet (30,000 SF), *unless otherwise exempt from installation of measures/devices or ESC Plan Approval is required.* Furthermore, no person shall initiate any land-disturbing activity on a tract if more than thirty-thousand square feet (30,000 SF) is to be uncovered unless, thirty (30) days or more prior to initiating the activity; a Plan for such activity is filed with and approved by the Town. Failure to install and/or maintain erosion control measures/devices may result in penalties of up to \$5,000.00 per day.

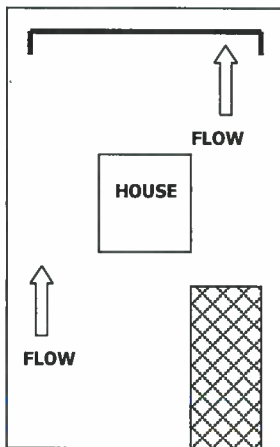
INSTRUCTIONS:

Identify One or Any Combination of Letters for the Schematic That Best Describes the Erosion Control Measures That Will be Used at Your Site During Construction.

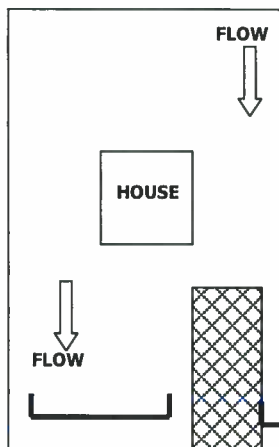
LEGEND:

-  SILT FENCE
-  CONSTRUCTION ENTRANCE
-  DIRECTION OF FLOW (POINT DOWNHILL)

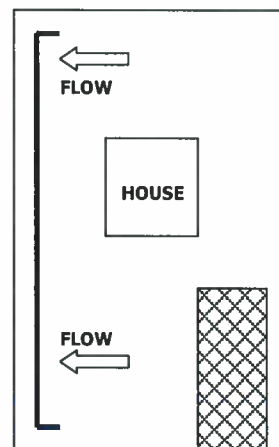
A. Flow to the Rear



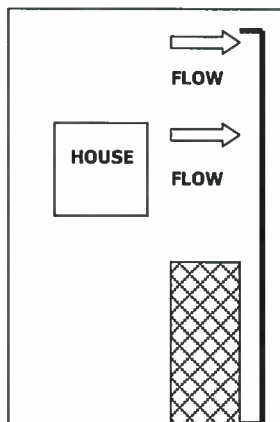
B. Flow to the Front



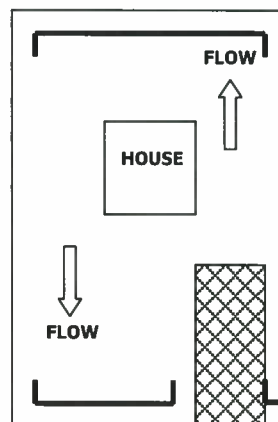
C. Flow to the Left



D. Flow to the Right



E. Flow to the Front & Rear





SOIL EROSION and SEDIMENTATION CONTROL

COMPLIANCE FORM

(Tracts less than thirty-thousand square feet (30000 SF) land disturbance) Residential and Commercial

(A) Minimum Erosion Control Measures Required, Unless Otherwise Approved.

The approved and minimum required erosion control measures to be placed on an individual residential or commercial construction site that is less than thirty-thousand square feet (30,000 SF) in surface area are:

- (1) A construction entrance,
- (2) Silt fencing on all lower elevation perimeters, and
- (3) Established groundcover.

The site must comply with the Town's Soil Erosion and Sedimentation Control Chapter by installing and maintaining all required controls measures as indicated on permit approval.

The only land disturbing activity to take place before the erosion control measures are completed is the cutting of trees and/or vegetation necessary to install the erosion control measures and/or devices.

If it is determined that: a significant risk of accelerated erosion exist; off-site sedimentation may occur as a result of the land-disturbing activity; and/or other conditions exist that require the preparation and approval of a Plan and that a grading permit be secured for land-disturbing activity of areas less than thirty-thousand square feet (30,000 SF), the Compliance Form is not valid.

(B) Compliance Procedure.

The property owner shall notify the Town of Southern Pines Construction Inspector to schedule an inspection of the ESC measures required. If the erosion control measures are not installed by the scheduled footing inspection and/or the Construction Inspector observes any erosion control problems on the site, including, but not limited to, failure to install erosion control measures, a written Notice of Violation will be issued in accordance with Section 154.17 (C). The footing inspection or any subsequent inspection approval will not be rendered until all control measures are in place and functioning.

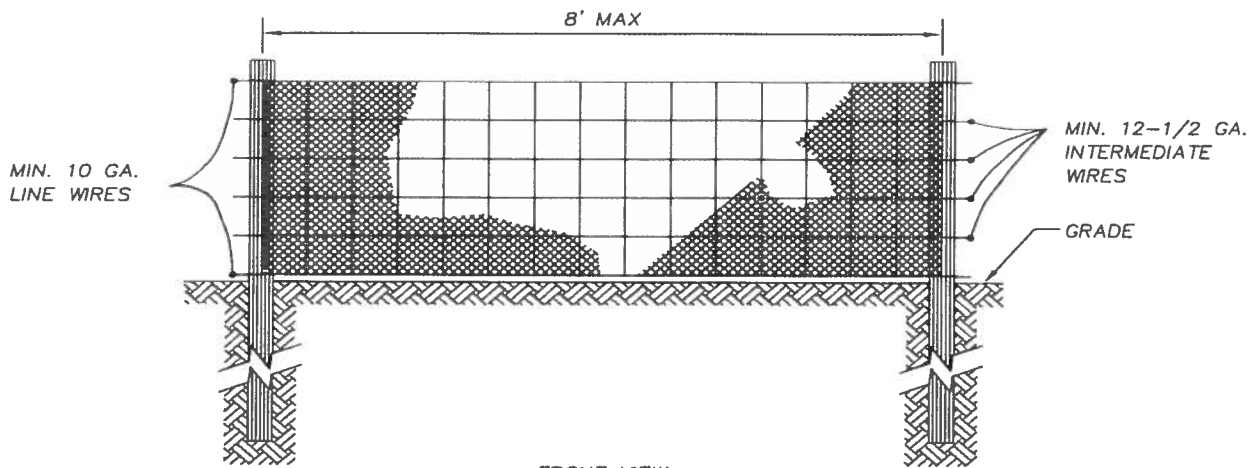
(C) Final Inspections.

When all construction on the project is complete, call the Construction Inspector to schedule an inspection. The inspection will evaluate the site and all permanent erosion control features and off-site impacts to other properties, if applicable. If found to be in compliance, the Building Inspector will be advised, giving approval for the Certificate of Occupancy.

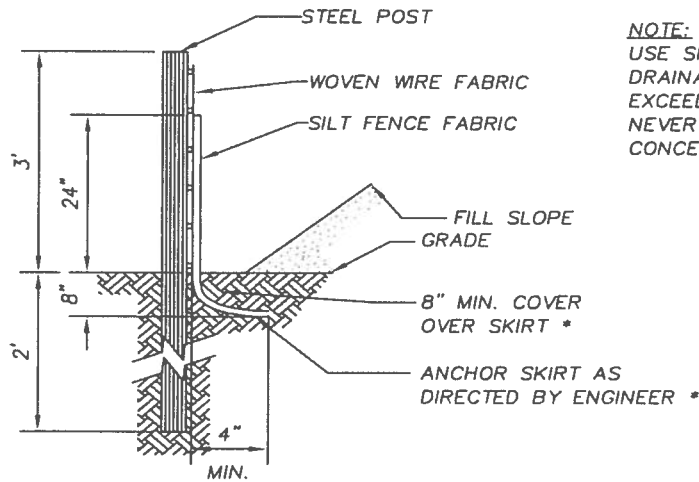
A Soil Erosion and Sedimentation Control Compliance Form, indicating the minimum control measures to be installed at the site, must be completed before a building permit can be issued, unless otherwise approved.

APPROVAL PROCESS:

1. Pick up an ESC Compliance Form, along with other application forms such as Water and/or Sewer Service and Driveway Permit, at Town offices or web site www.southernpines.net.
2. Complete and submit to Public Works Department either by email to pw@southernpines.net, by fax to 910.692.1085, or in person to 140 Memorial Park Court.
3. The Public Works Department will review / approve / comment on the application.
4. The approved ESC Compliance Form will be returned to the applicant or construction manager when picking up the Building Permit. (Can also be returned via email or fax if provided)
5. The Building Permit holder shall prominently display the approved ESC Compliance Form at the entrance to the construction site until the project is complete.
6. Attachments:
 - * ESC Compliance Form.
 - * Construction Details for installation of Temporary Construction Entrance & Temporary Silt Fence.



FRONT VIEW



SIDE VIEW

NOTE:
USE SILT FENCE ONLY WHEN DRAINAGE AREA DOES NOT EXCEED 1/4 ACRE AND NEVER IN AREAS OF CONCENTRATED FLOW.

* FOR REPAIR OF SILT FENCE FAILURES, USE No. 57 WASHED STONE. FOR ANCHOR WHEN SILT FENCE IS PROTECTING CATCH BASIN.

NOTES & MAINTENANCE:

1. INSPECT SEDIMENT FENCES AT LEAST ONCE A WEEK AND AFTER EACH RAINFALL. MAKE ANY REQUIRED REPAIRS IMMEDIATELY.
2. SHOULD THE FABRIC OF A SEDIMENT FENCE COLLAPSE, TEAR, DECOMPOSE OR BECOME INEFFECTIVE, REPLACE IT PROMPTLY.
3. REMOVE SEDIMENT DEPOSITS AS NECESSARY TO PROVIDE ADEQUATE STORAGE VOLUME FOR THE NEXT RAIN AND REDUCE PRESSURE ON THE FENCE. TAKE CARE TO AVOID UNDERMINING THE FENCE DURING CLEANOUT.
4. REMOVE ALL FENCING MATERIALS AND UNSTABLE SEDIMENT DEPOSITS AND BRING THE AREA TO GRADE AND STABILIZE IT AFTER THE CONTRIBUTING DRAINAGE AREA HAS BEEN PROPERLY STABILIZED.
5. REMOVE SEDIMENT DEEPER THAN 12".

NOT TO SCALE

TOWN OF SOUTHERN PINES

TEMPORARY SILT FENCE
DETAIL

E-6

DATE JANUARY 2009



Installation of Water / Sewer Service Permit Application

Today's Date _____ Lot # _____ LRK / Parcel ID / PIN _____

Applicant's Name _____ Email _____

Phone Numbers: Cell _____ Other _____

Service Address _____ City _____

Property Owner _____ Phone _____

Type of Account

- Single Family Detached
- Multi-Family
- Commercial
- Other

Service & Meter Size Requested

- Water 3/4" 1" 1-1/2" 2"
- Sewer 4" 6"
- Irrigation 3/4" 1"
- Other _____

OFFICE USE

Date Paid _____ In Town Yes No _____ \$ _____
 Account # _____ \$ _____
 Work Order # _____ \$ _____
 Route & Sequence # _____ \$ _____
 _____ \$ _____
TOTAL AMOUNT PAID \$ _____

	<u>WATER</u>	<u>SEWER</u>	<u>IRRIGATION WATER</u>	<u>FIRE CONTROL WATER</u>	<u>MC SEWER</u>
Service Available	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pre-Installed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Size	_____ "	_____ "	_____ "	_____ "	
Tap Fee	\$ _____	\$ _____	\$ _____	\$ _____	*Backflow Preventer required - see memo <input type="checkbox"/> Yes <input type="checkbox"/> No
System Development Fee	\$ _____	\$ _____	\$ _____	\$ _____	
Street Cut	\$ _____	\$ _____	\$ _____	\$ _____	
Sub Totals	\$ _____	\$ _____	\$ _____	\$ _____	
Total	\$ _____	\$ _____	\$ _____	\$ _____	

Fee schedules are updated annually, October 1st, according to CPI-U. Applications are subject to current fees at time of payment

Delinquent Water Bill Yes No Quoted by _____ (signature) Date Quoted _____

UTILITY BILLING OFFICE
 TOWN OF SOUTHERN PINES
 180 SW BROAD STREET
 SOUTHERN PINES, NORTH CAROLINA 28387

SOUTHERN PINES CUSTOMER,

This memorandum is for customers who intend to install a commercial water service, fire suppression system, or lawn irrigation system. In accordance with the Federal Safe Drinking Water Act (P.L. 93-523), NCAC Title 15A, NC Plumbing Code and Building Code and the Town Code of Ordinances, § 50.039, a backflow prevention assembly must be installed to help protect the public water supply from potential contamination.

All commercial supply lines shall have a Reduced Pressure Zone (RPZ) assembly installed on the service line at a point determined by the Town Engineer. New lawn irrigation systems shall have an RPZ installed within ten (10) feet of the service meter.

The backflow device must be installed and tested by a certified backflow technician. These can be found online or in the phone book. We can provide a backflow FAQ sheet and list of local testers at www.southernpines.net/227/Water-Sewer but cannot recommend one over another. Backflows are to be tested upon installation, annually thereafter, and after any maintenance or repairs.

We have partnered with BSI Online to manage administration of this program. Once the backflow is installed and tested, the backflow technician must contact BSI and provide them with tester's certification, test kit certification, and backflow test results. BSI can be contacted at 1-800-414-4990 or bsionline@backflow.com. BSI will verify the tester's credentials and provide a way for the test results to be placed in their database.

NEW RESIDENTIAL: An approved backflow prevention device must be installed, tested, and test data reported to BSI within 90 days of a new meter installation and before Certificate of Occupancy (CO) will be issued.

NEW COMMERCIAL: An approved backflow prevention device must be installed, tested, and test data reported to BSI within 90 days of a new meter installation and before CO will be issued.

If you have further questions, you may contact BSI Online at the contact information above, or you can call Public Works, Utilities Division at 692-1983.

Service Address:

_____ (street address)

_____ (city, state, zip code)

Applicant Name:

(print) _____

(sign) _____

(date) _____



Tree Removal Permit

Date of Permit request: _____

Owner and mailing address: _____

Address of tree location: _____

Phone number: _____ Email: _____

Number of trees/type:

Method of identification of trees to be removed:

Sketch of area involved:

Reason for request: _____

Date requested to remove tree: _____

For Office Use Only:

Permit Number: _____

Date of approval: _____

Date of notification: _____

Return completed form to Jeff Grey, Town of Southern Pines Tree
Arborist, e-mail jgrey@southernpines.net fax to: 910.692.1085,
or mail to: 140 Memorial Park Ct., Southern Pines, NC 28387