



This document is effective December 1, 2009
All previous versions are expired

TOWN OF HOLDEN BEACH

BUILDING PERMIT APPLICATION

Office Only:

*** All information on this application must be filled out completely. Information that does not apply must show n/a. Incomplete applications shall be returned without being processed.**

A zoning permit application must be submitted prior to or at the same time as the application.

PROPERTY OWNER INFORMATION:

Name: _____
Holden Beach Property Address: _____
Lot Number: _____ Subdivision: _____
Permanent Mailing Address:
Street Address: _____
City/State/Zip: _____
Home Phone: _____ Beach House Phone: _____
Cellular Phone: _____ Fax: _____
Email: _____

CONTRACTOR INFORMATION:

Business Name: _____ Qualifier: _____
Mailing Address:
Street Address: _____
City/State/Zip: _____
Phone: _____ Cellular Phone: _____
Fax: _____ Email: _____
N.C. State Contractor's License Number: _____
Workman's Compensation Number (Attach Copy): _____
Current Holden Beach Privilege License Number Yes _____ No _____
Contact Person: _____
Phone: _____ Cellular Phone: _____
Fax: _____ Email: _____

ZONING: (check one)

Residential (R-1 Zone) _____ Residential (R-2 Zone) _____ Commercial (C-1 Zone) _____

FLOOD PLAIN INFORMATON:

Flood Zone Designation (X, AE, VE) _____ Base Flood Elevation _____

WORK CLASSIFICATION AND VALUE: (check one)

New _____ Addition _____ Repair _____
\$ _____ \$ _____ \$ _____

List all repairs in detail
on second page.

PROPERTY USE: (check one)

Single Family _____ Two Family _____ Condominium _____ Townhouse _____

APPENDIX D

AFFIDAVIT OF WORKER'S COMPENSTATION COVERAGE
N.C.G.S §87-14

The undersigned applicant for construction on Parcel # _____ being the

_____ Contractor

_____ Owner

_____ Officer/Agent of the Contractor

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 worker's compensation insurance to cover them,

_____ has/have one or more subcontractor(s) and have obtained worker's compensation insurance to cover them,

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

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

while working on the project for which this permit is sought. It is understood that the Inspection Department issuing the permit may require certificates of coverage of Worker's Compensation insurance prior to issuance of the permit at any time during the permitted work from any person, firm or corporation carrying out the work.

Company Name : _____

Signed : _____

Print : _____

Title : _____

Date: _____

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Company Name : _____

Signed : _____

Print : _____

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Date: _____

INSTRUCTIONS TO PERMITTING OFFICES

(PER N.C. GEN. STAT. §§44A-11.1, 44A-11.2, 160A-417, 153A-357, and 87-14)

Effective April 1, 2013, North Carolina law will require that an owner (or, as typical with permit applications, the contractor on their behalf) appoint a lien agent when they first contract for improvements to real property. A lien agent is a title insurer or agent also registered as a lien agent with the NC Department of Insurance.

However, the appointment is *not* required for improvements:

- (1) for which the costs of the undertaking are less than \$30,000, either at the time that the original building permit is issued or, in cases in which no building permit is required, at the time the contract for the improvements is entered into with the owner,
- (2) to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that is used by the owner as a residence; or
- (3) for which first furnishing of labor or materials at the site is prior to April 1, 2013.

The identification and contact information for the lien agent must be in 3 places:

- (1) “conspicuously set forth in the permit or in an attachment thereto”
- (2) Maintained in the inspection department “in the same manner and in the same location in which it maintains its record of building permits issued” and
- (3) “conspicuously and continuously posted on the property for which the permit is issued until the completion of all construction”

A website created specifically and solely for purposes of facilitating the filings of appointments of lien agents, the filing of notices to lien agents by potential lien claimants, and searching for these filings will be available April 1, 2013, at www.liensnc.com. So when the owner (or contractor on their behalf) appoints a lien agent through the LiensNC system, it will generate an Appointment of Lien Agent document or form for the property and project, which will include the following information :

- Designated Lien Agent and contact information (c/o LiensNC)
- Unique Entry or Identifying number for the Project
- Owner and contact information
- Contractor (if one)
- Instructions for the owner and/or contractor to post at the property and provide to the permitting office
- “QR Code” for easy access to the property information in the LiensNC system

The lien agent information form or document printed from the LiensNC website can be attached to the building permit application and building permit, for it will include the required information the permit office will need.

For further information regarding the LiensNC website, feel free to contact LiensNC, LLC, c/o Nancy Ferguson, President, at Chicago Title Company, LLC, 800-445-9983 or Nancy.Ferguson@ctt.com.

4853-2686-3635, v. 1

LIEN AGENT INFORMATION

Effective April 1, 2013

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to issue any permit where the project cost is \$30,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence **OR** the property owner has designated a lien agent and provided the inspections office with the information below:

Name of Lien Agent _____

Mailing address of Agent _____

Physical address of Agent _____

Telephone _____ Fax _____

Email _____

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

Excerpt from North Carolina G.S. 160A-417:

“(Effective April 1, 2013) No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued.”

Note: The V Zone design certificate is not a substitute for the NFIP Elevation Certificate (see Fact Sheet No. 1.4, *Lowest Floor Elevation*), which is required to certify as-built elevations needed for flood insurance rating.

V ZONE DESIGN CERTIFICATE

Name _____ Policy Number (Insurance Co. Use) _____

Building Address of Other Description _____

Permit No. _____ City _____ State _____ Zip Code _____

SECTION I: Flood Insurance Rate Map (FIRM) Information

Community No. _____ Panel No. _____ Suffix FIRM Date _____ FIRM Zone(s) _____

SECTION II: Elevation Information Used for Design

[NOTE: This section documents the elevations/depths used or specified in the design – it does not document surveyed elevations and is not equivalent to the as-built elevations required to be submitted during or after construction.]

1. FIRM Base Flood Elevation (BFE) _____ feet*
2. Community's Design Flood Elevation (DFE) _____ feet*
3. Elevation of the Bottom of Lowest Horizontal Structure Member _____ feet*
4. Elevation of Lowest Adjacent Grade _____ feet*
5. Depth of Anticipated Scour/Erosion used for Foundation Design _____ feet
6. Embedment Depth of Piling of Foundation Below Lowest Adjacent Grade _____ feet

* Indicate elevation datum used in 1-4: NGVD29 NAVD88 Other _____

SECTION III: V Zone Design Certification Statement

I certify that: (1) I have developed or reviewed the structural design, plans, and specifications for construction of the above-referenced building and (2) that the design and methods of construction specified to be used are in accordance with accepted standards of practice** for meeting the following provisions:

- The bottom of the lowest horizontal structural member of the lowest floor (excluding piles and columns) is elevated to or above the BFE.
- The pile and column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of the wind and water loads acting simultaneously on all building components. Water loading values used are those associated with the base flood***. Wind loading values used are those required by the applicable State or local building code. The potential for scour and erosion at the foundation has been anticipated for conditions associated with the base flood, including wave action.

SECTION IV: Breakaway Wall Design Certification Statement

[NOTE. This section must be certified by a registered engineer or architect when breakaway walls are designed to have a resistance of more than 20 psf (0.96 kN/m²) determined using allowable stress design]

I certify that: (1) I have developed or reviewed the structural design, plans, and specifications for construction of breakaway walls to be constructed under the above-referenced building and (2) that the design and methods of construction specified to be used are in accordance with accepted standards of practice** for meeting the following provisions:

- Breakaway wall collapse shall result from a water load less than that which would occur during the base flood***.
- The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (see Section III).

SECTION V: Certification and Seal

This certification is to be signed and sealed by a registered professional engineer or architect authorized by law to certify structural designs. I certify the V Zone Design Certification Statement (Section III) and _____ the Breakaway Wall Design Certification Statement (Section IV, check if applicable).

Certifier's Name _____ License Number _____

Title _____ Company Name _____

Address _____

City _____ State _____ Zip Code _____

Signature _____ Date _____ Telephone _____

Place Seal Here



New Ownership Application

Welcome! Water/Sewer bills are mailed out monthly. Our mailing address is PO Box 449, Supply, NC 28462. If you would like to have your Water/Sewer bill electronically drafted please visit hbtownhall.com for an Auto debit form, or ask for a form at Town Hall. Garbage pick-up within the Town is on Tuesday of every week. There is a second pick-up on Saturdays, starting

Memorial weekend and running through Labor Day weekend. If you would like to have a recycling bin located at your home, please visit the Town website for a form, or fill one out at Town Hall and submit with the annual fee. The schedule and information for recycling is also available on the Town website.

Property Address: _____

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone(s): _____

Email: _____

Date to Transfer Ownership: _____ (required to transfer)

Driver's License #: _____ (required for Utilities per N.C.G.S 75-60)

******Please provide a copy of your Driver's License with your application******

****NOTE** Owners who rent their homes without the assistance of a rental agency must pay Accommodation Taxes directly to the Town. Accommodation Tax booklets and additional information are available at Town Hall.**

Are you going to rent this property? _____

Name of Rental Agency (if applicable): _____

I agree that the above information is correct at the present time and any changes will be submitted *IN WRITING* to Town Hall. Furthermore, I agree that I am responsible for any of the charges to the above mentioned address until I have notified the town *IN WRITING* of a change in ownership to the property.

Signature: _____ Date: _____

The Following is for Office Use Only

WATER/SEWER		HB PROPERTY		PROPERTY TAX	
PROPERTY OWNER		CARD FILE			



Sewer Tap Form

I, _____, who own the property located at
Property Owner Name

_____, CERTIFY that I have _____
Property Address # of rooms

rooms that are used as bedrooms at my property. I also Certify that if the number changes I understand it is my responsibility to notify the Town to revise this statement.

Property Owner Signature

Date

****The following is for Office Use Only****

Total Paid (\$100 per bedroom)

Check Number

Account Number

Date Paid

Receipt Number

Share Payment Amount

Share Payment Date



Town of Holden Beach

PLANNING & INSPECTIONS DEPARTMENT

Director & Building Inspector
Tim Evans
tevens@hbtownhall.com

Assistant Inspector
Rhonda Wooten
rhonda@hbtownhall.com

Permits Administrator
Pam Powell
planninginspections@hbtownhall.com

PERMIT INTENT

A permit issued shall be construed as permission to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes. Issuance of a permit shall not prevent the Inspections Department from requiring correction of errors in plans, construction or violations of this code (General Statutes 153a - 357 and 160A - 417).

Inspections:

General: As the work pursuant to a permit progresses, Code Enforcement Officials shall make as many inspections of the work as may be necessary to satisfy them that it is being done according to the provisions of applicable State Statutes and local ordinances and of the terms of the permit. At a minimum, the following inspections shall be performed by the Inspections Department:

1. Piling's must be measured B4 going into the ground.
2. T-Pole
3. Footing / slab- inspection
4. Under-slab -inspection

6. Rough-in (includes Framing, Plumbing, Electrical, & Mechanical) All done together...
 - ~~Must have parcel elevation certificate~~ *In comment line (the highest point of structure must be written in
 - All truss paper work
7. Insulation - inspection
8. Storm water- inspection
9. Final Inspection:
 - Must have final elevation certificate.
 - An as built survey, with total impervious coverage.
 - V-zone certificate (if in flood zone).
 - Piling statement.

- Something from Engineer (storm water was installed correctly.
- Photograph's of entire space below flood zone, (Contractor's must add the business name and mailing address on the photo's along with the beach address of structure.

Approval Required:

Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Inspector. Any work that does not comply with the technical code shall be corrected and shall not be covered or concealed until authorized by the Building Inspector.

DEFINITIONS:

Under Slab Inspection, as appropriate – inspections shall be made after all materials and equipment to be concealed by the concrete slab are completed.

Rough-in Inspection – inspections shall be made when all building framing and parts of the electrical, plumbing, fire protections, or heating ventilation or cooling systems that will be hidden from view in the finished building have been placed, but before any wall, ceiling finish or building insulation is installed.

Building Framing Inspection – inspections shall be made after the roof, excluding permanent roof covering, wall ceiling and floor framing is complete with appropriate blocking, bracing and fire stopping in place. The following items must be in place and visible for inspection:

- pipes
- chimneys and vents
- flashing for roofs, chimneys and wall openings
- insulation baffles

- all lintels required to be bolted to the framing for support shall not be covered by any exterior or interior wall or ceiling finish material before approval. Work may continue without approval for lintels supported on masonry or concrete.

Insulation Inspection – inspections shall be made after an approved building framing and rough-in inspection and after the permanent roof covering is installed, with all insulation and vapor retarders in place, but before any wall or ceiling covering is applied.

Final Inspection – inspections shall be made for each trade after completion of the work authorized under technical code.

Stormwater Inspection – The retention ditches or trenches must be inspected before they are covered by any material. This shall be done in accordance with the approved engineered stormwater plan. The retention pipe at both ends of the ditch shall be run out of the ground at least 2 feet, the end secured to ensure no debris or sand gets into the pipe and clearly visible for the gutter installer to locate with ease.

AM109.1.4 2x6 diagonal vertical cross bracing may be provided in two perpendicular directions for freestanding decks or parallel to the structure at the exterior column line for attached decks. The 2x6's shall be attached to the posts with one 5/8 inch hot dipped galvanized bolt with nut and washer at each end of each bracing member per Figure AM109.3.

If span between post is greater than 7' center blocking and 1-5/8" bolt with nut and washer required

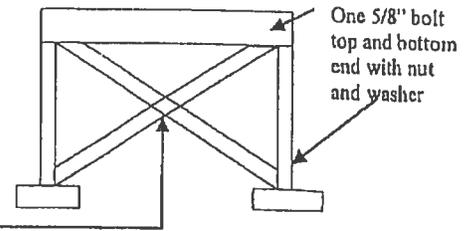


Figure AM109.3

AM109.1.5 For embedment of piles in Coastal Regions, see Chapter 45.

Section AM110

AM110.1 Stairs shall be constructed per Figure AM110. Stringer spans shall be no greater than 7' span between supports. Spacing between stringers shall be based upon decking material used per AM107.1. Each Stringer shall have minimum 3 1/2" between step cut and back of stringer. All stringers supported at top on suspended headers that support stringers at the top shall be attached with 3/8" Galv bolts with nuts and washers.

Max. spacing between stringers 36".

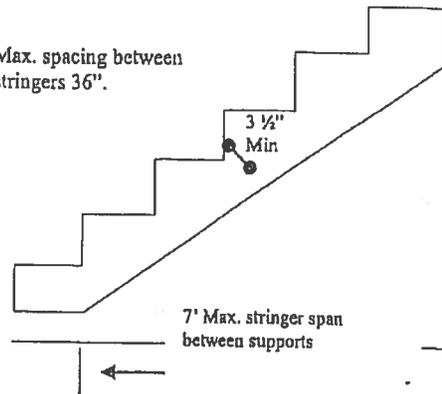


Figure AM110



Section AM111

AM111.1 Handrails, Guards and General. Deck handrails, guards and general construction shall be per Figure AM111.

Guards at a Minimum 36" required per R312.1 with 30" drop and opening limits per R312.2 (4" on vertical pickets, 6" on horizontal and ornamental guard rails), top rail and post to support 200lbs with infill to meet 50lbs per Table R301.5 and footnotes.

Attachment to structure based upon all cladding types but brick veneer per AM104.1.1, Brick veneer per AM104.1.2, Masonry ledge per AM104.1.3 or other per AM104.1.4.

Rail posts cannot exceed 8' o.c. spacing and shall be attached with 2-3/8" Galv bolts with nut & washer to outer bands.

Decking per AM107 for #2 SYP and attached with 2-8d galv nails at each joist or approved screws. Other materials per mfg installation based upon joists o.c. spacing. Alternate material attached per mfg installation instructions.

Stair handrail/Guard. Height between 30"-38" per R311.5.6 & R312.1. Openings on side of stairs requiring guards shall not allow a sphere 4 3/8" to pass per R312.2 exception #2.

Deck post per AM108

Stairs treads and risers per R311.5.3.1 (8 1/2" Max riser) & R311.5.3.2 (9" minimum tread depth). Stairways min 36" width per R311.5.1 (rail projections allowed).

Footers per Table AM102.1. Minimum base of footers 12" below grade.

Riser openings. Stairs with a 30" or more vertical rise must have solid risers or opening restricted to prevent a 4" sphere from passing per R311.5.3.3.

Exterior Girder Clear Spans

Deck Width	Nominal Lumber Size			
	2x6	2x8	2x10	2x12
20' (2ply)	3-11	5-0	6-1	7-1
20' (3ply)	---	6-3	7-7	8-10
20' (4ply)	---	---	8-9	10-2

*Partial reproduction of Table R502.5(1) at 30 ground snow load and roof ceiling and 1 clear span floor. Deck width is 20' or less measured in the direction of joists span. Splices in plys must break over bearing supports.

Lateral Bracing per AM 109. AM109.1.1 height required; AM109.1.2 knee bracing; AM109.1.3 freestanding embedment; AM109.1.4 diagonal bracing; AM109.1.5 Coastal embedment.

Floor joist cantilevers allowed per Table R502.3.3(1)

Figure AM111

BUILDING PLANNING

All elevators & lifts must get a Notarized letter; Stating all 3 requirements have been met.

R321.4 Certification. The installer shall certify that the following conditions have been met.

1. The elevator or platform lift has been installed in accordance with the manufacturer's installation instructions.
2. The elevator meets the requirements of ASME A17.1, Part 5, Section 5.3 and other applicable parts.
3. The elevator or platform lift meets the requirements of the North Carolina Electrical Code. Before a Certificate of Occupancy is issued, the permit holder shall provide the code enforcement official a "letter of certification from the installer, evidencing compliance with the above conditions. Any maintenance requirements required by the manufacturer shall be stated and affixed to the component. When an elevator or platform lift or its components has been serviced, the service provider shall certify to the owner that the elevator continues to meet the above conditions.

**NEW RESIDENTIAL CONSTRUCTION DOCUMENTS
NEEDED WITH BUILDING PERMIT.**

CHECK OFF BOX

CAMA PERMIT
COMPLETED BUILD APP
ELECTRICAL LOAD CAL.
MECH. HEAT LOSS/GAIN CAL.
PLUMBING LOAD CAL.
ENGINEER STRUCTURE-ELEVATOR SHAFT LETTER OF DESIGN:
PRE-CONSTRUCTION ELEVATION CERT.
CONST & BREAK AWAY WALL DRAWING
WATER-SEWER APPLICATION
SEWER TAP ON FEE
V-ZONE CERTIFICATE
LIEN AGENT FORM
1 SET OF BLUE PRINTS & 1 COPY IN PDF OR DISK
CONTRACTOR NAME AND NEW HOME ADDRESS MUST BE IN THE SUBJECT LINE *