



Town of Oak Island
One and Two Family Dwelling
Plan Submittal Checklist

Please use this checklist to ensure that all submittal requirements are met.

The following is to be used for the review of all new construction of one and two family dwellings. Plans and application data must be complete when submitted for plan review.

Incomplete plans and/or applications will be returned without review

Major revisions after permit issuance will require re-review and may be subject to additional fees. The permit application package is divided into four categories:

1. Application Requirements
2. Survey
3. Stormwater, Vegetation and Land Development
4. Building

1. Application

- Appendix A - a Town of Oak Island building permit application. This application must be completed in its entirety.
- Appendix B - a Town of Oak Island Property Description sheet.
- Two (2) sets of construction plans drawn to scale with sufficient detail to reflect the scope of work. See Number 4 below for specific detail requirements.
 - i. All plans must be dated and signed by the designer. Professional seals, when applicable, must appear on each sheet and be signed and dated.
 - ii. All plans must be submitted in a clear and legible format. DO NOT ROLL PLANS. Plans must be folded to a size to fit an 8 ½"x 14" folder. Please size your building plans accordingly.
- A survey drawn to engineering scale (example 1"=20')
See number 2 below for specific survey requirements.
- A clear and legible copy of the Authorization for Construction from the Brunswick County Health Department (if applicable)
- Appendix E - A Town of Oak Island Stormwater Runoff Worksheet
- Appendix F - A Town of Oak Island Vegetation Worksheet
- CAMA Permit, if applicable
- V-Zone certificate, if applicable
- Preliminary Elevation Certificate, if property is located within a SFHA (flood zone). Habitable structure must meet 1' freeboard.

2. Survey

Size of survey may not exceed 11" x 17"

The following minimum information must be clearly shown on the survey:

Part 1.

- The actual survey showing the dimensions of the lot to be built upon.
- The size of the building to be erected.
- The location of the building on the lot.
- The location of existing structures on the lot, if any.
- The number of dwelling units the building is designed to accommodate.
- The setback lines of buildings on adjoining lots.
- The parking facilities, landscaping design, location and size of all signs for all plot plans and site development plans not subject to the special requirements stipulated in division 8 of this article.
- In addition to the plot plan, if the lot is in an area of environmental concern, as established by the coastal resources commission, the applicant will supply to the building inspector a certificate issued by the appropriate CAMA Permit Officer stating that the proposed development is in compliance with AEC guidelines and standards.
- Such other information as may be essential for determining whether the provisions of this article are being observed; and any use of such building.
- Location of poly cart rack if structure is being used as vacation rental.

Part 2.

- Dimensions of proposed primary structure(s) including and proposed cantilevers. Components of the proposed primary structure should be properly labeled and proper dimensions shown (i.e. open deck, covered porch, attached garage...)
- Driveways, steps, decks, landings, walkways, sidewalks, patios, gazebos, garages, carports, swimming pools and other accessory structures and/or uses of the property must be properly labeled and proper dimensions shown.
- Location and dimensions of septic system area.
- Total square footage of all impervious surfaces.
- Stormwater Design

3. Stormwater, Vegetation and Land Use

Part 1. Stormwater

The stormwater worksheet included in the application package must be completed in its entirety. The following guidelines should be followed:

If property is located on the island proper or on the mainland and not located within an approved PUD stormwater runoff should be calculated as follows:

1. The total square footage of all impervious surfaces under the drip line (include overhangs in your calculation) of any roofed structure including outbuildings.
2. The total square footage of driveways, sidewalks, patios to the property line. You do not have to include the impervious surfaces located on the street right of way (driveway connections).

If property is located in South Harbor Village and/or another approved PUD that is governed by a state stormwater permit, stormwater runoff should be calculated as provided for in the permit. Otherwise, it should be calculated as follows

1. The total square footage of all impervious surfaces under the drip line (include overhangs in your calculation) of any roofed structure including outbuildings.
2. The total square footage of driveways, sidewalks, patios to the edge of the street pavement. All driveways subject to these state stormwater permits must be calculated as impervious surfaces regardless of their finished treatment.

If you exceed 30% of the total lot area by placement of impervious surfaces. Provide engineering details on the retention of the additional stormwater runoff on your property.

Part 2. Vegetation

The vegetation worksheet included in the application package must be completed in its entirety. The Town code of ordinances requires the following:

Retention of all specimen trees except for the placement of the following:

Principal or accessory buildings, required off street parking, driveway, stormwater management facilities and septic system. Otherwise, specimen trees may only be removed if the tree is dead, severely diseased, injured, or in danger of falling close to existing or proposed structures; the tree poses an identifiable threat to individuals or public safety; removal of the specimen tree is necessary to enhance or protect the health or condition of adjacent trees.

A specimen tree is defined as any perennial woody plant such as a larch, shade, or pine tree which usually has one main stem or trunk and the following caliper measurements (taken 4' from ground level):

Hardwood	6"
Pine	3"
Flowering	2"

A tree is considered to be any plant over fifteen feet in height

In addition to the specific requirements stated above, the code encourages the retention of wooded or vegetated areas seventy five square feet in area or greater.

Part 3. Land Use

In some cases substantial grading and/or the addition of fill material is necessary to make the lot viable for development. In cases where fill or grading is necessary an erosion control plan shall be required. You will be required to stabilize the site by

placement of seeding and straw and or by other means deemed necessary to retain soils, sediment and/or stormwater runoff. It is at the discretion of the Stormwater Director to determine which of the methods is necessary to achieve retention. Stabilization will be required before Certificate of Occupancy is issued.

4. Building Plans

- Plans must be drawn to architectural scale (example 1/4" = 1')
- All structural plans for buildings located within a **VE flood zone must be approved by a licensed architect or structural engineer**. The approval must be accompanied by a **V-Zone certificate**.
- **All properties located within a SFHA (flood zone) must provide a preliminary elevation certificate and the residence must meet a minimum 1' freeboard.**
- All structural elements shall be designed to meet the 150 mph wind zone.

- Title Box containing the name, address and telephone number of the designer
- Footing and Foundation plan including wall footing, foundation dimensions, pier footing, masonry pier dimensions, concrete slab thickness, anchor bolt details (size and embedment), crawl space ventilation calculations (vents shown) and piling design.
- Framing plan including wall sections; include size, grade and species of girders, floor joists, ceiling joists and rafters,
- Header schedule must be shown with grade and species identified or referenced under the structural notes section unless engineered. Show all point loads. Show all knee walls, indicate whether the wall is load bearing or non-load bearing.
- Exterior wall detail including stud size, spacing, grade, insulation, sheathing, siding or brick veneer.
- Complete building floor plan with elevations. Identify all rooms and show dimensions, identify walk up attic space (if applicable).
- Elevations on all sides. Indicate height to highest peak of roof.
- Window and Door details. Indicate proper DP rating. Reference
- Special engineering. Provide any special engineering required on garage door beams, laminated beams, engineered floor or roof truss systems and any three story structure. **A professional engineer or architect must sign, date and seal these drawings.**

If you have any questions concerning the checklist or the various application worksheets, please call. Do not return an incomplete application. It will be returned to you without review.

Return application and plans to:
Development Services
Town of Oak Island
4601 E. Oak Island Dr.
Oak Island, NC 28465

Building

Contractor: _____ Telephone: _____

Fax: _____ E-mail: _____ Cell: _____

Address: _____ City/State/Zip _____

NC License# _____ Class _____ Expiration _____

OI Privilege License # _____

Design Professionals

Architect: _____ Telephone: _____

Address: _____ City/State/Zip: _____

NC Registration Number: _____ E-mail: _____

Engineer: _____ Telephone: _____

Address: _____ City/State/Zip: _____

NC Registration Number: _____ E-mail: _____

Grading

Contractor: _____ Telephone: _____

Fax: _____ E-mail: _____ Cell: _____

Address: _____ City/State/Zip _____

NC License# _____ Class _____ Expiration _____

OI Privilege License # _____

Scope of Work:

Placement of Fill Materials: _____ (Cubic Yards)

Grading: _____ (Slope)

Value of work \$ _____

Electrical

Contractor: _____ Telephone: _____

Fax: _____ E-mail: _____ Cell: _____

Address: _____ City/State/Zip _____

NC License# _____ Class _____ Expiration _____

OI Privilege License # _____

Voltage: _____

Low Voltage Systems: Yes No If Yes, Specify _____

Value of work \$ _____

Plumbing

Contractor: _____ Telephone: _____

Fax: _____ E-mail: _____ Cell: _____

Address: _____ City/State/Zip _____

NC License# _____ Class _____ Expiration _____

OI Privilege License # _____

Scope of work: _____

Value of work \$ _____

Mechanical

Contractor: _____ Telephone: _____

Fax: _____ E-mail: _____ Cell: _____

Address: _____ City/State/Zip _____

NC License# _____ Class _____ Expiration _____

OI Privilege License # _____

Type of System: _____ Size: _____ Tons

Value of work \$ _____

Gas

Contractor: _____ Telephone: _____

Fax: _____ E-mail: _____ Cell: _____

Address: _____ City/State/Zip _____

NC License# _____ Class _____ Expiration _____

OI Privilege License # _____

Scope of work: _____

Value of work \$ _____

Appendix B Property Description and Ownership Information

Site Data

Lot _____ Block _____ Section _____ Tax Parcel _____

Physical Address _____

Lot Size _____ sq. ft Acreage? _____

Is property located in a SFHA (flood zone) Yes No
Specify zone X X Shaded A AE VE

Base Flood Elevation _____ Map/Panel/Suffix _____

Map Revision Date _____

Is property located within an Area of Environmental Concern Yes No
If yes, have you attached a copy of your CAMA Permit to this application?

Oak Island zoning district: _____
If necessary, we will assist you in gathering flood plain and zoning information

Ownership Information

Property Owner: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____ Cell: _____

E-mail _____

Utilities

Water Public Private If private, permit number _____

Water Tap Size: ¾" 1" 1 ½" Other

Location Left Right Center
If double frontage lot, specify street _____

Wastewater (Septic and/or Sewer)
 Private BCHD permit number _____

Public Indicate service provider Oak Island SEBSD

WW Tap Size: 4" 6"

CERTIFICATION AS TO STATUS OF LICENSURE TO THE TOWN OF OAK 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 \$30,000.00; 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 any "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 building inspections department that I have paid any license tax as required by the North Carolina Department of Revenue. I have in effect all required worker's compensation insurance coverage and I agree to submit certificates of such coverage to the building inspector upon request. I understand that I am responsible for ascertaining whether I am obligated by law to obtain worker's 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 if a misdemeanor and I certify to this department that they may rely on my statement as truthful regarding the status of my license.

AFFIDAVIT OF WORKER'S COMPENSATION COVERAGE

The undersigned applicant or authorized agent for a building permit being the contractor, owner, or agent for 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 worker's compensation insurance to cover them.
- Have one or more subcontractors and have obtained worker's compensation insurance to cover them.
- Have one or more subcontractors who have their own policy of worker's 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 inspection department issuing the permit will require certificates of coverage of worker's 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

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.