

# The Village of Bald Head Island

## CHECKLIST TO OBTAIN A BUILDING PERMIT

**\*\*ALL 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 lot.  
**NOTE: A FINAL ELEVATION CERTIFICATE MUST BE TURNED IN TO OUR OFFICE NOT MORE THAN 21 DAYS AFTER CONSTRUCTION BEGINS 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. 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 lines to the farthest-most projection (e.g. Steps, Decks) must be shown on the survey.  
**NOTE: See inspections department for the correct setbacks for your zoning district!**
  - h. Other information as may be essential for determining whether the provisions of the Zoning Ordinance are being observed (e.g., AEC Line, High Water Line, Corps of Engineers Right of Way Line, 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:** These **PLANS MUST** be to Scale, and Include a cut-away wall section, Piling plan, Foundation plan, Elevations, (Size of windows, doors, etc.).
4. **WORKMAN'S COMPENSATION POLICY:** Contractors **MUST** provide a copy Comp. Policy, State Contractor's License, and State License. If a Homeowner, we need a copy of Workman's Comp. Policy and proper affidavit signed by owner.
5. **APPLICATION FOR A BUILDING PERMIT:** A **COMPLETED** Village of Bald Head Island building Application with **ALL** the spaces filled in.
6. **ENERGY WORKSHEET:** The Worksheet is called Appendix J Compliance Worksheet. This sheet is required by the Building Code. Fill it out **COMPLETELY** or Permit will **NOT** be issued.
7. **CERTIFICATION AS TO STATUS OF LICENSURE AND AFFIDAVIT OF WORKERS COMPENSATION:** These Documents that apply to your situation are to be filled out, signed, and dated. Some need to be notarized.

Building Permits issued shall become invalid unless the work authorized by it shall have been commenced within six (6) months of its' date of issuance, or if the work authorized by it is suspended or abandoned for a period of one (12) year.

\*\*\* Plans for homes built in the V-Zone are required to sealed by Registered Engineer or Architect, and after all Framing and Tie-downs are in place, the Engineer or Architect must sign off stating that the construction was done to his/her specifications.

**\*\*ALL 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, Building Inspector, Village of Bald Head Island, P. O. Box 3009, Bald Head Island, NC 28461 Office (910) 457-6255 Fax (910) 457-6206 email: sboyettvbhi@bellsouth.net**