

Town of Topsail Beach

810 S Anderson Blvd
 Topsail Beach, NC 28445
 office: (910)328-5841 email:
 smoore@topsailbeachnc.gov

Permit #

Date:
Project Address:
Contractor:

Contractor Check List to Apply for New Construction/ Additions/Remodels:

Zoning Application	
Floodplain Development Application	
Building Permit Application	
Electrical Permit Application	
Mechanical Permit Application	
Plumbing Permit Application	
Preliminary Plot Plan/Survey	
Pre-Elevation Certificate	
Engineered Stormwater Plan	
Septic Permit	
Engineered Plans (2 Sets)	
Agreement of Application Terms	
Affidavit of Workers' Compensation Coverage	
Homeowners Recovery Form	
Lien Agent Verification	
Water & Garbage Application	
CAMA Permit Major/Minor (if Applicable)	
V-Zone Certification (if Applicable)	
Breakaway Wall Detail (if Applicable)	
Engineered Analysis (if Applicable)	
Flood Vent Calculation (if Applicable)	

Additional Documentation Required Before Receiving a Certificate of Occupancy:

21-Day Elevation Certificate	
Final Elevation Certificate	
Final Survey	
Final Septic	
Manual J Heat Loss Gain Analysis	
Final Elevator Letter (if Applicable)	
Stamped Engineered Stormwater Letter	

Additional Comments:

Total Fees:

Permit # _____

Fee _____

Building Permit Application

Town of Topsail Beach

810 S. Anderson Blvd.

Topsail Beach, NC 28445

Phone: (910)328-5194 Email: smoore@topsailbeachnc.gov

Date: _____ Project Address: _____

Property Owner _____

Mailing Address _____

City _____ State _____ Zip _____

Signature _____ Phone# _____

Applicant _____

General Contractor _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ State License# _____

Electrical Contractor _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ State License# _____

Mechanical Contractor _____

Mailing Address _____

Telephone# _____ Email _____

Signature _____ State License # _____

Plumbing Contractor -----
Mailing Address _____
Telephone# _____ Email _____
Signature _____ State License# _____

Insulation Contractor -----
Mailing Address _____
Telephone# _____ Email _____
Signature _____ State License# _____

Gas Piping/Other _____
Mailing Address _____
Telephone# _____ Email _____
Signature _____ State License# _____

of Bedrooms _____
Square Footage Heated _____ Unheated _____
Estimated Project Cost _____
Description of Work _____

(Applications must be picked up and paid for 30 days from approval unless you obtain an approved extinction)

Building Inspector _____ Date _____
Zoning Official _____ Date _____
Approval Date _____ Date Paid _____

ZONING PERMIT APPLICATION
Town of Topsail Beach

Site Address: _____ Topsail Beach, NC 28445

Owner: _____ Daytime Contact# _____

Mailing Address City State Zip

APPLICATION FOR THE FOLLOWING DEVELOPMENT (Check all that apply):

- | | | | |
|-------------------------------------|---|---|--|
| <input type="checkbox"/> Excavation | <input type="checkbox"/> Commercial Construction | <input type="checkbox"/> Addition | <input type="checkbox"/> Accessory Structure |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Residential Construction | <input type="checkbox"/> Renovation | <input type="checkbox"/> Mechanical/Electrical |
| <input type="checkbox"/> Fill | <input type="checkbox"/> Driveway Construction | <input type="checkbox"/> Utility Construction | <input type="checkbox"/> Other (specify): |

PROJECT DATA: (Describe Work Below)

Draw here

PROVIDE PLOT PLAN - Draw or attach a sketch including all lot dimensions, all structures (proposed and current), waterways and dunes.

Owner (Signature) _____ Date _____

Authorized Contractor (Signature) _____ Date _____

Company Name _____ Phone # _____

Mailing Address: _____

Completed by Staff:

Tax ID # _____ Zoning: _____ CAMA Permit # _____

LOT SIZE (SQ FT) _____ Total Proposed Impervious Surface (SQ FT) _____

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

Approved By _____ Date _____

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION
Town of Topsail Beach

Site Address: _____ Topsail Beach, NC 28445

Property Owner's Name(PRINT)_____

Daytime Telephone: _____ Email: _____

(Mailing Address) (City) (State) (Zip)

Section 14-5 "Development means any manmade change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials".

A. Description of Work:

1. As identified on the FIRM, what is the zone and Base Flood Elevation in the area of the proposed development? AE _____ VE _____ Base Flood Elevation _____ Feet M.S.L.

2. Will the proposed development have enclosures below BFE? _____ Yes _____ No

If ground level enclosure is below base flood and your property is located in a:

- **VE Zone, breakaway walls are required (Must submit a V-Zone Certificate)**
- **AE Zone, flood vents are required (2 minimum / 1 sq. in. for every sq. ft.)**
- **Below RFPE enclosures (if applicable) shall not be designed or used for human habitation but shall only be used for parking vehicles, building access, or limited storage of maintenance equipment used in connection with the premises.**

3. Elevation of proposed lowest floor (for AE) or horizontal structural member (for VE)? _____ Feet M.S.L.

4. Elevation to which all utilities, including heating and electrical equipment will be installed? _____ Feet M.S.L.

5. Will proposed development require alteration of any water course? _____ Yes _____ No

6. Will the dunes on the lot be altered in any way? _____ Yes _____ No

7. Will fill material be brought onto the property? _____ Yes _____ No

If So, will it be 4" or more? _____ Yes _____ No

Applies ONLY to Alterations, addition or improvements to an existing structure.

1. What is the estimated tax value of the existing structure? \$ _____

2. What is the cost of the proposed construction? \$ _____

3. If the cost of the proposed construction equals 50% of the market value of the structure then the substantial improvement requirements shall apply.

Owner (Signature)_____ Date _____

Authorized Contractor (Signature)_____ Date _____

Company Name _____ Phone # _____

Mailing Address _____

Authorized By:_____ Date:_____

Agreement of Application Terms

Topsail Beach Zoning, Flood Plain Development and Local Ordinances

I understand the Town of Topsail Beach has established a **3' freeboard** for structures, which establishes the lowest horizontal member, floor system and/or piece of service equipment at least 3' above Base Flood Elevation.

I understand that all impervious driveways must have an engineered storm water plan.

I understand all V-Zone and A-Zone Construction specifications and standards shall be in accordance with CFR-44, Section 60.3 (Code of Federal Regulations). **Ref: Town Code.**

I understand three **Elevation Certificates** are required; the first one is called a **Pre-Elevation Certificate**, required prior to the start of construction. The second one is called "under construction" and shall be submitted to the Building Inspections Department within 21 days of the establishment of the lowest first floor (at which time a Registered Land Surveyor is required to place a permanent reference mark, such as PK NAIL on any pile on the North side of the house). The third is called a **Final Elevation Certificate** (original due prior to issuance of the CO).

I understand that all gas and propane tanks shall be anchored to resist floatation.

I understand the Town Code restricts coverage at **35%** of the total gross area, and this calculation shall be submitted with the application, and that all setbacks and easements shall be met.

I understand the maximum height restrictions for any structure is **41'** measured from average grade to the highest roof point.

I understand that all documents submitted by Licensed Professional Engineers and Registered Land Surveyors shall bear the **Original seal, signature and current date, and are site specific.**

I understand that the preliminary and the Final Plot Plan/Survey shall show all structures, driveways, decks, crosswalks, overhangs, septic tank and line, storm water plan and similar items. All property lines, setbacks, easements, CAMA lines and related measurements and associated calculations, such as the impervious surface area are to be included.

I understand that a Stonn Water Plan design shall be submitted prior to issuance of permits. Designed by a Professional Engineer or meet the Requirements set forth in the Town Code. Drawings and calculations are required.

I understand that all Septic Systems have to be approved by the Local Health Department, and the proper paper work submitted.

Contractor Responsibility

Using the Checklist provided by the Town, I have submitted the **Completed Permit Application** along with other necessary data required for a plan review process. Applications and Specifications are Official Documentation of an Applicant's exact intent on a proposed project. Once a project has been approved, any and all deviations and changes shall be submitted in writing for approval.

I Understand the Town of Topsail Beach has a minimum of 3 working days to review any and all completed applications for construction.

I understand failure to adequately request inspections will likely result in Stop Work Orders and/or potential fines.

I understand that under section 305, Volume 1-A, of the NC State Building Code, it is the contractor's responsibility to conform to the technical codes for installation or repairs of building system(s), as well as comply with all applicable Federal, State, and Local rules and regulations.

I understand the Building Inspector may ask for additional documentation or information before the issuance of the permit or at any time throughout the construction process.

I have read and understand this Agreement of Application Terms. I agree to follow this official document as established by the Topsail Beach Inspections Department. Should I have any questions I may contact the Building Inspections Department. I also understand that I have a right to review any official documentation, which is referenced in this notice.

Print Name

Signature/Date Project Address

HOMEOWNERS RECOVERY FORM
FOR THE LICENSED GENERAL CONTRACTOR TO SIGN

I understand that I am signing this contract under oath; I certify that I am making a truthful statement. I have read G.S. sections 87-1 and 87-14 as amended July 6, 1992, which are attached. I have entered into a construction contract where the cost of the undertaking exceeds \$30,000; the contract, whether written or oral, is in the exact nature as listed with the North Carolina Licensing Board for general Contractors. I am not in partnership (including any "joint venture" [unless in compliance with 21 N.C.A.C. 12.0207]) with any unlicensed entity. I certify that I am presently licensed under the name: _____ and under license number _____

My license is active and in good standing. I have filed all necessary forms with the North Carolina Licensing Board for General Contractors. I am presently not under any disciplinary order issued by the North Carolina Licensing Board for General Contractors, which disqualifies me for a building permit.

I certify to this Building Inspections Department that I have paid license tax(es) as required by the N.C. Department of Revenue; I have in effect all required workers' compensation insurance coverage. I have filled out the attached worksheet/affidavit regarding workers' compensation and agree to submit certificates of insurance coverage upon request of the building inspector. I understand that I am responsible for ascertaining whether I am obligated by law to obtain worker's compensation insurance and to ensure that our coverage is adequate. I have made all reasonable inquiries of the appropriate authorities and/or sought private legal counsel to assure that I am providing all workers' compensation coverage required by law.

I understand that a licensed General Contractor must pay a \$10.00 fee upon applying for a residential permit pursuant to G.S. 87-15.5 "Homeowners Recovery Fund" act of North Carolina, \$9.00 of which the permitting official shall forward to the North Carolina Licensing Board for General Contractors.

I understand that the unlicensed practice of general contracting is a criminal offense under G.S. 87-13 and that I may be sued by the North Carolina Licensing board for General Contractors for an injunction if I practice without a license required by law. I also understand that, under North Carolina case law, an unlicensed practitioner may be barred from any recovery of any civil damage if the job owner refuses to pay me. I have been informed that any authority issuing a building permit to an unlicensed contractor where a license is required may be found guilty of a misdemeanor and I certify that this department may rely on my statement as a truthful statement regarding the status of my license.

Name Title Date

Sworn to and subscribed to before me this _____ day of _____, 20

Notary Signature My commission expires: _____

Affidavit of Worker's Compensation Coverage

Affidavit of Workers' Compensation Coverage
N.C.G.S. 87-14

The Undersigned Applicant for Building Permit # _____ being the

____ Contractor

____ Owner

____ Agent

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 workers' compensation insurance to cover them,

____ Has/have one or more subcontractor(s) and have obtained workers' compensation insurance covering them,

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

____ Has/have not more than two (2) employees and no subcontractor,

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 workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Print Name

Company Name

Signature

Date

TOWN OF TOPSAIL BEACH
Application for Water & Garbage Service

(Please Print)

EFFECTIVE DATE: _____

NAME: _____

SERVICE ADDRESS: _____

BILLING ADDRESS: _____

DRIVERS LICENSE #: _____ STATE: _____ SS#: _____

PHONE NUMBER(S):

DAY TIME # : _____ LOCAL #: _____ CELL #: _____

E-MAIL ADDRESS _____

IS THIS PROPERTY YOUR PRIMARY FULL TIME RESIDENCE: Yes or No (check one)

IS THIS SEASONAL RENTAL PROPERTY: Yes or No COMMERCIAL: Yes or No

ARE YOU THE NEW OWNER OR TENANT: Owner or Tenant

FEES TO BE PAID AT TIME OF APPLICATION:

Residential Deposit \$100.00 or Commercial Deposit \$300.00

NEW CONSTRUCTION ALSO PAYS:

TAP ON FEE: ¾" METER - \$800 / 1" METER - \$1000 / OTHER – COST PLUS 25%

SYSTEM DEVELOPMENT FEE: BASED ON CURRENT FEE SCHEDULE

(Please read and initial)

_____ I understand charge for water service and garbage service commences when meter is installed whether used or not. Property owner shall be charged a minimum fee of which minimum fee is set from time to time and a schedule of such fees is on file in the town clerk's office.

_____ Water service line to be installed by the Town includes a pipeline from the main to a convenient point at the street right-of-way at which point the Town will install a curb stop, meter and meter box. All piping from the meter to the building will be the responsibility of the customer. All customers are responsible for installing a cut-off at the meter on the customer's side of the meter. No other source of water shall be connected to this line.

Property Owner/Agent/Renter

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**Return to: Topsail Beach Town Hall \* 820 S Anderson Blvd \* Topsail Beach\* NC \* 28445**  
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FOR OFFICE USE ONLY

ACCOUNT # _____ ROUTE/SEQUENCE _____

DEPOSIT _____ DEPOSIT DATE _____

METER # _____ ERT # _____ Date _____

CART# _____

TOPSAIL BEACH FEE SCHEDULE

FY 2022-2023

I. BUILDING PERMIT FEE SCHEDULE

<u>BUILDING VALUATION</u>	<u>PERMIT FEES</u>
\$0 ~ \$500	\$25.00
\$501 ~ \$3,000	\$55.00
\$3,001 ~ \$5,000	\$80.00
\$5,001 ~ \$10,000	\$105.00
\$10,001 ~ \$25,000	\$135.00
\$25,001 ~ \$50,000	\$155.00
Over \$50,000	\$155 + \$4.00 per \$1000 over \$50,000

ELECTRICAL (Per Unit)

New Construction & Additions	\$105.00
Alterations & Replacement	\$55.00

HEATING AND AIR (Per Unit)

New Construction & Additions	\$105.00
Alterations & Replacement	\$55.00
Gas Permit	\$55.00

PLUMBING (Per Unit)

New Construction & Additions	\$105.00
Alterations & Replacement	\$55.00

OTHERS (Per Unit)

Insulation	\$55.00
Sign (non-structural)	\$55.00
House Moving	\$250.00
Demolition	\$105.00
Performance Bond Required for Removing House	\$1,000.00
Homeowners Recovery Fund	\$10.00
Site Plan Review	\$250.00
Zoning Permit	\$30.00
Zoning Letter	\$25.00
Floodplain Development	\$50.00
Zoning Variance/Appeal Request	\$250.00
Special Use Permit	\$350.00
Text Amendment/Rezoning Request	\$350.00
Conditional Rezoning Request	\$350.00 for 0-3 acres \$400.00 for 4-6 acres \$475.00 for 7-9 acres \$50.00 per acre over 9 acres
Preliminary Plat Subdivision	\$250.00 + \$10 per lot
Final Plat - Major Subdivision	\$250.00 + \$10 per lot
Final Plat - Exempt Division or Minor Subdivision	\$50.00
Re-Inspections	\$25.00
Certificate of Occupancy	\$25.00

PENALTIES & FINES

Starting Work Without a permit	Double Permit Fees
Zoning Violation	Forfeit Permitting Privileges until Resolved

II. MONTHLY WATER CHARGES

Facility Charge	(0 gallons)	* \$32.00/month
Additional Usage	(1-3,333 Gallons)	\$6.00 per 1000 gal
Additional Usage	(3,334- 10,000 Gallons)	\$6.30 per 1000 gal
Additional Usage	(10,001 - 20,000 Gallons)	\$6.60 per 1000 gal
Additional Usage	(Above 20,000 Gallons)	\$6.90 per 1000 gal

* \$20/month for multiple units on a master meter (effective July 1, 2014)

<u>Meter Size</u>	<u>System Development Fee</u>	<u>Tap-On Fee</u>
1' Meter	Per Adopted Fee Analysis	\$1,000.00
All Other Sizes	Per Adopted Fee Analysis	Cost Plus 25%
Businesses	Per Adopted Fee Analysis	As above, based on meter size

Irrigation

System Development Fee Per Adopted Fee Analysis
**Tap-On Fee (\$800 for 3/4" and \$1,000 for 1")*
**3/4 inch meter for irrigation only*

Other Fees

Credit Card Convenience Fee	3% of Total Charge + \$0.30 per transaction
Residential Water Deposit (Owner Applicant)	\$100
Residential Water Deposit (Renter Applicant)	\$200
Commercial Water Deposit	\$300
Cut off/ on	\$10.00
Meter Check/Re-Read	\$25.00
Disconnect Fee	\$25.00
Disconnect Fee more than once in a fiscal year	\$50.00
Delinquent Account Deposit	\$200.00
Road Bore Fee	\$600.00

After two months of non-payment the account becomes final and the initial deposit may be applied to the balance on the account. For Reconnection the customer will be required to pay any remaining balance in full, a deposit of \$200 and a reconnect fee of \$50. Charges are doubled for delinquent commercial accounts.

Town Ordinance, Section 19-47 Meter Reading: Billing: Collections charge for water and garbage service commences when meter is installed whether used or not. Sixty days may be allowed for hooking on initial installation of water system.

III. SOLID WASTE

One (1) Cart	\$17.00/Month
Additional Cart	\$17.00/Month
Additional Cart	\$75.00 (one-time fee for cart to be delivered)
Additional Cart (used)	\$37.50
Pick-up	\$25.00
Recycling Fee (Residential)	\$5.00/Month
Recycling Fee (Business)	\$10.00/Month

IV. MARINA FEES

FEES

Boat Slips

RECREATIONAL

Overnight	\$35.00
Weekly	\$200.00
Monthly (month to month)	\$600.00

Boat Ramp

Season Pass for Property Owner	\$50.00
Weekly Pass for Property Owner	\$20.00
Season Pass for Non-Property Owners	\$100.00
Weekly Pass for Non-Property Owners	\$40.00
Per Launch	\$10 (an honor box is located next to the ramp when attendant is not on duty)

V. BEACH PERMITS

Season Pass for Property Owners	\$25.00
Season Pass for Non-Property Owners	\$100.00
Weekly Pass	\$50.00

VI. WIRELESS COMMUNICATION FEES

Co-Location Modification Application fee	\$2,500
Co-Location Consulting fee	\$8,500
New Tower Conditional Use Application fee	\$5,000
New Tower Consulting fee	\$8,500

Eligible Facility Fee	\$2,500
Eligible Facility Consulting Fee	\$1,000
New Tower/Substantial Modification Conditional Use Application fee	\$5,000
New Tower/Substantial Modification Consulting fee	\$8,500

VII. RESERVED

VIII. Horse Permits

Residents

Season Pass (Vehicle Sticker)	\$25
Day pass	\$5

Nonresidents

Season Pass (Vehicle Sticker)	\$50
Day Pass	\$10

IX. ADMINISTRATIVE FEES

Credit Card Convenience Fee	3% of Total Charge + \$0.30 per transaction
Return Check Fee	\$25.00 (Per GS 25-3-506)
Wire Fee	\$50.00
Copies (Black & White)	\$.25/page (no charge for first 20 pages)
Copies (Color)	\$.50/page-
Towing and Storage	Actual expenses incurred

X. TOWN CENTER FACILITY RENTAL FEES

Non Profit-Topsail Beach	No Charge
None Profit non Topsail Beach	\$150 per day
Residential/Family event	\$150 per day
Commercial Event	\$250 per day (Entire Park)
Picnic Shelter	\$50 for 3hours (Town Park is always open to public even with reservation. Rental of Shelters is exclusive for the period rented)
Town Sponsored Event	No Charge

Porta-John requirement Based on Size of Event- 1 Male per 250 1 Female per 250. Bathrooms will meet events not exceeding 250 persons. If over 250 people then the units should be added using the NC Plumbing Code as an industry standard.

XI. ADMINISTRATIVE COLLECTION FEES

Outstanding Civil Citation Fines that are not paid to the Town and require the use of a collection agency will be a charged an additional administrative fee to recover costs incurred by the Town. This includes the Collection Agency Fees. The fee schedule is as follows:

\$25.00 Citation= \$15.00 Administrative Fee

\$100.00 Citation = \$50.00 Administrative Fee

>\$100.00 Citation = 40% of fine