

CHECK LIST FOR ****RESIDENTIAL**** BUILDING PERMIT

(Please make sure you have the following)

The following is a **general** outline and guide to obtaining permits needed to build and occupy a single family residence (depending on circumstances, additional forms may be needed).

Please verify that the following items and sections have been completed prior to seeing a Technician

Two (2) Copies of APPROVED BUILDING PLANS

Brunswick County Permit Application Form

(Please complete the following sections on **FRONT** and **BACK**)

Please complete **ALL** items including the following on the Application Form:

Owner/Agent Information

Driving directions to property from Highway 17

Section #1 Zoning & Building

Section #2 Environmental Health (ITEMS **D** through **E ONLY**)

Section #3 To Be Completed by Utility Department - Down the Hall

Section #4 Storm Water (Including items A ---- E)

Section #5 Site Plan Drawing (On back of application form)

Location of HVAC Unit

(Mechanical equipment for residential uses, such as **HVAC** units, may extend into any required side yard but shall remain at least six (6) feet from the property line)

Section #6 Signature and Date Authorizing County Personnel to go on said property

Page #3 Additional Information Sheet (If applicable)

PLEASE ATTACH A COPY OF THE FOLLOWING TO APPLICATION FORM

Septic Permit of Sewer Certification (If applicable)

Workman's Comp Certification (If applicable)

Workman's Comp Waiver (If applicable)

Elevation Certification (If applicable)

CAMA Permit (If applicable)

Zoning Compliance Letter from municipality (If applicable)

HOME OWNERS OBTAINING THEIR OWN PERMITS MUST SIGN A WAIVER ---PLEASE SEE **BELOW**

Projects valued **OVER \$30,000.00 MUST** be obtained by a licensed General Contract, an agent of the General Contractor (if agent, must provide notarized authorization by General Contractor) or a homeowner doing the work.

ALL Home Owners obtaining their own permits take full and complete responsibility for the work done and must reside at the premises for at least ONE (1) year following the completion of the construction. Additionally, all dwellings MUST NOT be intended to be sold, rented or leased.

NOTE: ATTACHED APPLICATION FORM IS TO BE USED FOR COMMERCIAL BUILDING PERMITS ALSO.....