



## Hyde County Inspections Department

30 Oyster Creek Road.  
Post Office Box 95  
Swan Quarter, NC 27885  
Office 926-4372

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### Hyde County Requirements

- 1.) All fees must be paid in full at the time the application is received.
- 2.) No application will be processed with out all documentation and a meeting with the Inspector.
- 3.) Work MUST begin within 6 months of the permit being issued.
- 4.) Work must progress with inspections for the permit to remain in effect until the work is completed or a new permit MUST be obtained.
- 5.) Farm structure are exempt from general construction permits but NOT from electrical, plumbing or HVAC permits.
- 6.) There is a fee which we have no control over and that is the:  
  
Homeowner Recovery Fee: \$ 10.00. This is charged to license General Contractors for construction or alteration of any single-family dwelling. The purpose of the fund is to reimburse homeowners who have suffered a reimbursable loss in constructing or altering a single-family dwelling unit.
- 7.) FEMA Development Permit Fee is to be applied on any and all applications, i.e. HVAC change out, temp. poles, etc.
- 8.) According to Page 3, Article IIB, Section IIB of the Ocracoke Development:  
"A development permit shall be required before any land is used or before any building or structure is constructed, moved or modified."
- 9.) **ALL PERMIT FEES ARE NON REFUNDABLE.**

Hyde County  
Inspections Department  
30 Oyster Creek Road  
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252-926-4372-Office

## PLEASE TAKE NOTE

All building permits (the yellow 8 ½ x 11 card) must be posted on site.

The building permit must be posted in view from the road and in a waterproof enclosure.

If the Code Enforcement Officer can not locate the Permit NO inspection will be done.



## *Hyde County Department of Code Enforcement*

1223 Main Street  
 Post Office Box 95  
 Swan Quarter, NC 27885  
 Office (252) 926-4372

### **PERMIT FEE SCHEDULE**

*BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF HYDE COUNTY:*

The Fee for all permits required by the North Carolina State Building Code shall be paid at the time the permit application is submitted.

FEES SHALL BE AS FOLLOWS:

#### **MOBILE HOMES AND MODULAR CONSTRUCTION**

	<b>BASE FEE</b>
1) Camper/Travel Trailer	\$ 75.00
1a) Yearly Renewal Fee for Travel Trailers	\$ 10.00
2) Single Wide	\$ 125.00
3) Double Wide	\$ 175.00
4) Triple Wide/On Frame Modular	\$ 200.00

\*\*\*Hyde County is a Zone III county, a used mobile home can be permitted if it was a Zone II and constructed prior to July 13, 1994.\*\*\*

#### **LIGHT CONSTRUCTION/ACCESSORY STRUCTURES**

5) 0 to 200 square feet per floor*	\$ 20.00
6) 201 to 600 square feet per floor*	\$ 40.00
7) 601 and up per square foot per floor*	\$ 80.00
*plus per square foot per floor	\$ 0.18

#### **RESIDENTIAL/COMMERCIAL/OFF FRAME MODULAR**

8) All unheated structures per floor per square foot	\$ 0.05
9) Complete blanket permit package for residential	
per floor per square foot	\$ 0.18
10) Multi Family Units are to add per unit	\$ 300.00
11) Complete blanket permit package for commercial	
per floor per square foot	\$ 0.25
12) Hotel/Motel/Condos/Apartments/Dorm Type add per unit	\$ 350.00
13) Factory/Industrial/Storage* units unheated per floor	
per square foot	\$ 0.35

- |  |                           |          |
|--|---------------------------|----------|
| 14) Complete blanket permit package for Factory/etc.*  | per floor per square foot | \$ 0.45  |
| 15) Storage buildings over 12x 12  |                           | \$ 75.00 |
| 16) Renovation—1/2 of new construction cost based on blanket permit for Residential/Commercial |                           |          |

\* Includes but not limited to Church, Restaurant, Theatre, Bank, Office Building, Doctor Office, Retail, Drug Store, Market, Rental Units, Mini Storage\*

### **ELECTRICAL**

- |   |  |          |
|---|--|----------|
| 17) Temporary service pole/Service change/Sub panel       |  | \$ 75.00 |
| 18) Meter change out/Other applications/1 200 amp service |  | \$ 75.00 |
| More than 1 200 amp service is and additional             |  | \$ 75.00 |
| 19) Construction with only electricity                    |  | \$ 0.07  |
| Per floor per square foot                                 |  |          |

### **MECHANICAL/HVAC**

- |  |  |           |
|--|--|-----------|
| 20) Change out for the first unit      |  | \$ 100.00 |
| Each additional units                  |  | \$ 25.00  |
| 21) Construction with only electricity |  |           |
| per floor per square foot              |  | \$ 0.14   |
| 22) Replacing duct work                |  | \$ 50.00  |

### **PLUMBING**

- |  |  |          |
|--|--|----------|
| 23) Construction plumbing                                    |  |          |
| Per floor per square foot                                    |  | \$ 0.07  |
| 24) Construction with either electricity or HVAC             |  |          |
| Per floor per square foot                                    |  | \$ 0.14  |
| 25) Standard Fee-any work not covered under a blanket permit |  | \$ 50.00 |

### **INSULATION**

- |  |  |          |
|--|--|----------|
| 26) All applications that are not part of a blanket permit |  | \$ 75.00 |
|--|--|----------|

### **Miscellaneous Permit Fees:**

- |   |  |           |
|---|--|-----------|
| 1) Copy of the Subdivision Ordinance          |  | \$ 7.00   |
| 2) Copy of the Ocracoke Development Ordinance |  | \$ 10.00  |
| 3) Copy of the Fire works Ordinance           |  | \$ 1.50   |
| 4) Fireworks Permit                           |  | \$ 100.00 |
| 5) Subdivision Permit-----Major               |  |           |
| Sketch Plan---per lot                         |  | \$ 10.00  |
| Preliminary Plan---per lot                    |  | \$ 20.00  |
| Final Plan---per lot                          |  | \$ 50.00  |
| Minor/Private Access---per lot                |  | \$ 20.00  |
| Planned Unit                                  |  |           |
| Sketch Plan---per lot                         |  | \$ 15.00  |

	Preliminary Plan---per lot	\$ 25.00
	Final Plan---per lot	\$ 50.00
6) Mobile Home Park Permit		
	1 to 10 lots	\$ 20.00
	Over 10 lots for each one add	\$ 5.00
7) Temporary Construction Trailers		\$ 40.00
8) FEMA Development Building Permit Application Fee		\$ 30.00
9) Homeowners Recovery Fee-State required fee		\$ 10.00
10) Gas Pump/Storage Tank Installation or Removal---each tank		\$ 50.00
	Paperwork is required showing how it is disposed of	
11) Canopies		
	Residential/Commercial	\$ 25.00
	Gas Pump w/power	\$ 75.00
	without power	\$ 50.00
12) Phone Booth/ATM		\$ 45.00
13) Safety Inspections/Fire Inspections/ABC Inspections		\$ 50.00
14) House Elevation Permits		\$ 50.00
15) Dock/Piers	per lineal foot	\$ 1.00
16) Bulk Heading	per lineal foot	\$ 1.00
17) Day Care Inspections		\$ 50.00
18) Hood Canopies-over cooking areas-install/replace		\$ 50.00
19) Sprinkler Systems		\$ 100.00
20) Communication permit	\$ 100.00 and per lineal ft in height	\$ 5.00
21) Swimming Pools, Spas and Hot Tubs above and in ground		\$ 100.00
	Hotel/Motel/Apartment/Condo/Dorm Type Building	\$ 100.00
22) Demolition /Removal of Buildings/Mobile Homes	per structure	\$ 50.00
	pre-inspection for safety and hazardous materials and referral to proper departments if found	
23) Natural Gas Hook Up Inspections		\$ 40.00
24) Tennis Court		\$ 150.00
25) Sign		
	16 sq ft or less	No Charge
	16.1 sq ft to 32 sq ft on 1 side	\$ 50.00
	2 sides	\$ 100.00
	32.1 sq ft and up on 1 side	\$ 200.00
	2 sides	\$ 400.00
	16.1 sq ft w/power add	\$ 50.00
26) Fire Alarm		\$ 75.00
27) Working without a permit		double the cost
28) Failing to call for Required Inspections		50% of original permit fees
29) Re-Inspection Fee	first failed inspection	\$ 35.00
	same item second failed inspection	\$ 50.00
	same item third failed inspection	\$ 100.00
	subsequent violation for the same item	fine is doubled
30) Handicapped Ramp		\$ 75.00
31) Wind Turbines/Solar Panel Application Fee		\$ 100.00
32) Kiosk Fee/Roadside Stands (Renewable every year at the same fee)		\$ 50.00
33) Business Fee		

*Amended May 7<sup>th</sup>, 2007 and August 16, 2010*  
*Amended February 21, 2010.*  
*Amended May 5, 2014*

## Ocracoke Checklist

Must be submitted prior to permit issuance

Item		Included in Permit	Need to Provide
1.	Plot plan drawn to scale showing all exiting structures, impervious surface coverage, and size of lot, parking		
2.	Location-physical location		
3.	Proposed Type of Development		
4.	Engineer sealed prints <i>1 copy only</i>		
5.	Continued use or operation permit from Health Dept		
6.	Proof of Potable water supply		
7.	Names and License #'s of Contractors and subs		
8.	Solid Waste Affidavit		
9.	Worker's Comp Affidavit		
10.	Act to Regulate G/C		
11.	Check to cover fees		
12.	CAMA, Water Quality, Wetlands		
13.	Number of housekeeping units or rental units the building is designed to accommodate.		



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### CHANGES TO OCRACOKE PERMIT PROCESS

- 1) All commercial signs require a permit.
- 2) Prior to issuance of a C/O, all required parking spaces shall be clearly designated.
- 3) If more that 2,000 square ft. of commercial space, must have 12'x 50'x 15' loading zone.
- 4) Accessory structures- no more than 1 story or 25'.
- 5) Permits are required for travel trailers. Setbacks, septic capacity, parking and impervious surface apply. Only one travel trailer allowed on a lot with a home or business. Water letter is also required to verify capacity.
- 6) Temporary Structures- Require permits. All of the above listed in # 5 apply.
- 7) Home businesses- Parking = 1 for customers, 1 for employees, and 1 per bedroom. Hours limited to 8 am- 7 pm.
- 8) Parking shall be located outside any dedicated right of way.



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**Hyde County Requirements  
for  
Modular, Manufactured, Stick Built, Alterations and Additions**

Bring with your permit the following items:

1. Septic permit from the Hyde County Health Department or a letter from the Sanitary District giving you permission to hook into the system.
2. A benchmark letter from the land surveyor.
3. A completed building permit application.
4. A letter from the Hyde County Water Department showing that you have paid your fees and may hook into the system or a letter from the Hyde County Health Department stating you have potable water.
5. A set up manual for the home or a set of foundation/footing plans.
6. Virtually all of Hyde County is in a Special Flood Hazard Area. All mechanical, electrical and duct work will have to be 1 foot above the base flood elevation. Hyde County has incorporated 1 foot of freeboard .

A copy of the all purpose building permit can be found on line at:

[www.hydecountync.gov](http://www.hydecountync.gov)

click on Department and go to Building Inspections/Code Enforcement and at the bottom of the page will be an All Purpose Building Permit. This is the one for you to fill out and send in with payment and other required forms.

Before a Certificate of Completion can be given, you must provide the following:

1. A final elevation certificate on the correctly dated form with 2(two) pictures from the land surveyor.
2. A copy of the termite treatment for the residence.
3. 911 address numbers must be posted and visible from the road.

**If all of the above items are not in the permit folder  
no Certificate of Completion will be given.**



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## INSPECTIONS REQUEST OUTLINE

All permit holders or their agents shall notify the Inspection Department at each of the following stages for approval prior to work continuing:

1. **Footing Inspection:** Required excavation completed, reinforcements in place prior to concrete pour.
2. **Floor System Inspection:** All piers, anchor bolts, girders, and joists in place, prior to floor sheathing.
3. **Nailing Pattern:** Exterior sheathing to wall framing.
4. **Rough-In Inspection:** Electrical, Plumbing, Mechanical and Framing. Preferably all at one time. Framing will not be passed until other trades are completed and passed.
5. **Insulation Inspection:** Prior to sheetrock.
6. **Final Inspection:** Made when building is in "move in" condition but prior to occupancy. This may be performed in two steps – a Temporary Power inspections first (if **all electrical work is completed** meter may be installed), then the Final inspection after **all work** is completed.
7. **Certificate of Occupancy:** No building or part thereof shall be occupied, no addition of any existing building after being altered or moved shall be occupied, and no change of occupancy shall be made in an existing building or part thereof until the proper permits are issued, inspections performed and the Certificate of Occupancy issued.

**Contact the Inspections Department at 252-926-4372 for questions regarding the above listed requirements or to schedule an inspection.**

Note: This is strictly an outline to assist contractor's inspection concerns. Additional inspections may be required due to the type of construction and the complexity of the job.

Hyde County Inspections Department  
30 Oyster Creek Road P. O. Box 95  
Swan Quarter, N.C. 27885  
Office-252-926-4372 Fax-252-926-3701

Building Permit \_\_\_\_\_

### Hyde County Building Permit Application

Owner \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

911 Address \_\_\_\_\_ Estimated Value \_\_\_\_\_

Proposed Development \_\_\_\_\_

Type of Development: Single Family Residence (), Two Family Residence (), Commercial (), Single Wide (), Double Wide (), Modular Home (), Elevation (), Demolition (), New Work (), Addition (), Relocation (), Excavation (), Fill (), Alteration (), Repair (), Grading (), Accessory Structure (), Temporary Structure ().

Flood Zone \_\_\_\_\_ Panel Number \_\_\_\_\_ Base Flood Elevation \_\_\_\_\_ Firm Date \_\_\_\_\_

INCLUDE ONE SET OF DRAWINGS SHOWING THE FLOOR PLAN, STRUCTURAL AND FOUNDATION.

Complete building permit application, general contractors affidavit, E 911 address application, worker's compensation form, attach copy of septic permit from the Hyde County Health Department, attach a copy of the water supply from the Hyde County Health Department or Hyde County Water Department and a copy of the CAMA permit if the development is located within 75 feet of any shoreline, canal, waters or marshes.

**I understand that a FLOOD ELEVATION CERTIFICATE must be obtained and submitted to the Inspections Department WITHIN TWENTY-ONE CALENDER DAYS for NEW OR SUBSTANTIALLY IMPROVED STRUCTURES or for MOBILE HOMES at or PRIOR TO THE TIME OF FINAL INSPECTION.**

**I AGREE TO COMPLY WITH THE NORTH CAROLINA STATE BUILDING CODES AND ALL OTHER LOCAL, STATE AND FEDERAL REGULATIONS.**

Owner/Agent \_\_\_\_\_ Date \_\_\_\_\_

Inspector \_\_\_\_\_ Date \_\_\_\_\_

Total Cost of the Permit \$ \_\_\_\_\_

Anyone occupying a building before a Certificate of Occupancy is issued will be in violation of NCGS 153A-372 and it will result in termination of all utilities. **No exceptions**

**The building permit must be posted in plain view and protected from the weather.**

Failure to do so will be cause for automatic failure of the inspection and a re inspection fee will be assessed.

**Some jobs will require a porta-john on site.**

Owner \_\_\_\_\_ Permit Number \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_

Contractor \_\_\_\_\_

Address of Contractor \_\_\_\_\_

Contractor's License Number \_\_\_\_\_

<u>Project Type</u>	<u>Construction Type</u>	<u>Classification</u>
New Construction	Wood	Residential
Addition	Brick Veneer	Commercial
Alteration	Masonry	Industrial
Repair	Steel	Subdivision
SW/DW ( <input checked="" type="checkbox"/> )	Heavy Timber	
Elevation		

Size of Lot \_\_\_\_\_ Square foot in the Building \_\_\_\_\_

Heated Square Feet \_\_\_\_\_ Unheated Square Feet \_\_\_\_\_

Retail Value of Completed Structure or other work \$ \_\_\_\_\_

<u>Subcontractors</u>	<u>Address</u>	<u>License</u>
<u>Electrician</u>	_____	_____
_____	_____	_____
<u>Plumber</u>	_____	_____
_____	_____	_____
<u>HVAC</u>	_____	_____
_____	_____	_____
<u>Insulation</u>	_____	_____
_____	_____	_____

It will contain \_\_\_\_\_ stories with \_\_\_\_\_ rooms \_\_\_\_\_ bedrooms \_\_\_\_\_ bathrooms



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Hyde County Solid Waste site on Ocracoke will no longer accept construction debris. Owner/Agent will be solely responsible for all cost of Proper and Lawful disposal of construction debris.

Firm  
Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Effective July 1, 2002 Building Permit Application will not be complete without this form signed and dated by the responsible party.



Hyde County Building Inspections  
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**AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE N.C.G.S. 87-14**

The undersigned applicant for Building Permit # \_\_\_\_\_ Being the

\_\_\_\_\_ Contractor  
\_\_\_\_\_ Owner  
\_\_\_\_\_ Officer/Agent of the Contractor or Owner

do hereby waiver under penalties of perjury that the person, firm, or corporation 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 subcontractors and have obtained workers' compensation insurance covering them,

\_\_\_\_\_ has/have one or more subcontractors who has/have their own policy of workers' 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 certificate of coverage of the workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm, or corporation carry out the work.

Firm name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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The undersigned applicant for Building Permit # \_\_\_\_\_ Being the  
\_\_\_\_\_  
Contractor  
\_\_\_\_\_  
Owner

\_\_\_\_\_ I am the owner of the property and as such am doing the modification or  
installation of the electrical work with no assistance on the property listed at:

\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*This form must be filled out by the applicant before any work can  
begin.*



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**AN ACT TO REGULATE THE PRACTICE OF  
GENERAL CONTRACTING**

**G.S.87.1 "General Contractor" defined; exceptions.** For the purpose of this Article any person or firm or corporation who for a fixed price, commission, fee, or wage, undertakes to bid upon or to superintend or manage, on his own behalf or for any person, firm or corporation that is not licensed as a general contractor pursuant to this Article, the construction of any building, highway, public utilities, grading, or any improvement or structure where the cost of the undertaking is thirty thousand dollars (\$30,000) or more, or undertakes to erect a North Carolina labeled manufactured modular building meeting the North Carolina Sate Building Code, shall be deemed to be a "general contractor" engaged in the business of general contracting in the State of North Carolina.

This section shall not apply to persons, firms or corporations furnishing or erecting industrial equipment, power plant equipment, radial brick chimneys and monuments.

This section shall not apply to any person, firm, or corporation who constructs or alters a building on land owned by that person, firm, or corporation when such building is intended solely for occupancy by that person and his family, firm or corporation after completion; and provided further that, if such building is not occupied solely by such person and his family, firm or corporation for at least 12 months following completion, it shall be presumed that the family, person, firm or corporation did not intend such building solely for occupancy by that person and his family, firm or corporation.

This section shall not apply to any person engaged in the business of farming who constructs or alters a building on land owned by that person and used in the business of farming, when such building is intended for use by that person after completion.

**G.S 87.14 Regulation as to issue of building permits**

Any person, firm or corporation, upon making application to the building inspector or other such authority of any incorporated town, city, or county in North Carolina charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, grading or any improvement or structure where the cost thereof is to be thirty thousand (\$ 30,000.00) or more, shall, before he be entitled to the issuance of such permit, furnish satisfactory proof to such inspector or authority that he or another person contracting to superintend or manage the construction is duly licensed under the terms of this Article to carry out or superintend the same, and that he has paid the license tax required by the Revenue Act of the State of North Carolina then in force so as to be qualified to bid upon or contract for the work for which the permit has been applied, and that he has in effect Workers' Compensation insurance as required by Chapter 97 of the General Statutes; and it shall be unlawful for such building inspector or other authority to issue or allow the issuance of such building permit unless and until the applicant has furnished evidence that he is either exempt from the provisions of this Article or is duly licensed under this Article to carry out or superintend the work for which permit has been applied; and further, that the applicant has paid the license tax required by the State Revenue Act then in force so as to be qualified to bid upon or contract for the work covered by the permit; and further, that the applicant has in effect Workers' Compensation insurance as required by Chapter 97 of the General Statutes. Any building inspector or other such authority who is subject to and violates the terms of this section shall be guilty of a Class 3 misdemeanor and subject only to a fine of not more than fifty dollars (\$50.00).

**OWNER EXEMPTION AFFIDAVIT PURSUANT TO G.S. 87-14 (a) (1)**

**AND**  
**THE ACT TO REGULATE THE PRACTICE OF GENERAL CONTRACTING**

Address and Parcel of Real Property where building is to be constructed or altered:

\_\_\_\_\_  
I, \_\_\_\_\_  
**(print Your Full Name)**

Hereby claim an exemption from licensure under G.S. 87-1 (b) (2) by initialing the relevant provision in paragraph 1 and initialing paragraphs 2-4 below and attesting to the following:

1. \_\_\_\_\_ I certify that I am the owner of the property set forth above on which this building is to be constructed or altered;  

OR

I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth \_\_\_\_\_  
\_\_\_\_\_  
Name of firm or corporation
2. \_\_\_\_\_ I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina;
3. \_\_\_\_\_ I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect pursuant to Chapter 83A of the General Statutes of North Carolina;
4. \_\_\_\_\_ I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G. S. 87-1 (b) (2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board of General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified shall be revoked pursuant to G. S. 153-A-362 or G. S. 160A-422.
5. \_\_\_\_\_ I have read and understand the General Statutes on the rear of this document and I am the owner and family, firm or corporation and will solely occupy this building for at least 12 months following completion.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Date

Sworn to ( or affirmed) and Subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

My Commission expires: \_\_\_\_\_

Seal or Stamp

**IT IS A CLASS F FELONY TO WILLFULLY COMMIT PERJURY IN ANY AFFIDAVIT TAKEN PURSUANT TO LAW-----G. S. 14-209**



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### Enhanced 9-1-1 Address Application

The physical address is required for a building permit if an address is not on file. Please print the required information and return this form. The address will be assigned within ten (10) business days. Incomplete applications will delay processing.

The address must be posted on the building so that the address can easily be seen from the road. If the number can not be seen from the road, a sign must be placed at the end of the driveway. The address number must be posted using number at least 3 inches in height for residential structures and at least 6 inches in height for business structures.

#### 1. APPLICANT INFORMATION

- a. Name of Applicant \_\_\_\_\_
- b. Owner: \_\_\_\_\_
- c. Applicants Telephone Number (Daytime): \_\_\_\_\_
- d. Applicant Mailing Address: \_\_\_\_\_  
City and Zip Code: \_\_\_\_\_
- e. Previous Owners Name (if applicable): \_\_\_\_\_

#### 2. STRUCTURE LOCATION INFORMATION

- a. Description of Structure: \_\_\_\_\_
- b. Road Name (not State Road number): \_\_\_\_\_
- c. Nearest Known Address: \_\_\_\_\_
- d. Approximate distance and direction from your driveway to the nearest other structure: \_\_\_\_\_
- e. Subdivision name and Lot Number: \_\_\_\_\_
- g. Provide detailed directions or a map of the parcel of land and indicate the location of the driveway & location of the structure needing the address.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*FAX THIS FORM TO JUSTIN GIBBS AT 252-926-3709*

# Ocracoke Development Ordinance Permit Application

PAGE 1

## Applicant Information

Date \_\_\_\_\_

Applicant's name \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Except for a trailer application, applicant may be the property owner, a contractor or any agent of the owner  
In the case of a trailer application, Applicant must be the Lot Owner

Applicant's mailing address Street or PO \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant's email address (please print clearly) \_\_\_\_\_

Applicant's phone number(s) cell: \_\_\_\_\_ home: \_\_\_\_\_

## Property Owner Information

Owner's name(s) (as listed in tax records) \_\_\_\_\_

## Ocracoke Lot Location

Street Address \_\_\_\_\_

and/or Map and Lot number \_\_\_\_\_

Owner's Mailing Address Street or PO \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owner's email address (please print clearly) \_\_\_\_\_

Owner's phone number(s) cell: \_\_\_\_\_ home: \_\_\_\_\_

Please briefly describe your project \_\_\_\_\_

To fast-track this application, please answer the following questions

### **This project:**

- |     |    |  |
|-----|----|--|
| YES | NO | is an addition, alteration, remodel or repair to an existing structure           |
| YES | NO | will not change the footprint or location of the existing structure              |
| YES | NO | will not create a maximum height greater than 35' above adjacent grade           |
| YES | NO | will not increase the number of bedrooms on the lot                              |
| YES | NO | will not increase the number of bathrooms on the lot                             |
| YES | NO | will not change the use (from residential to commercial, eg.)                    |
| YES | NO | will not change the size or dimensions of the lot                                |
| YES | NO | will not involve the placing, moving, remodeling, altering, etc a travel trailer |
| YES | NO | does not involve a non-conforming lot, structure or use                          |

If you answered "Yes" to all nine questions, please skip to the signature lines on page 4

If you answered "No" to any of these questions, please continue on page 2

Please read the note at the end of page 4 for help in retrieving information required by this application

Place a check mark next to all of the following that describe your project

<input type="checkbox"/> travel trailer	If Travel Trailer or Travel Trailer Renewal, please go directly to Page 4 "Travel Trailer Section For New Permits and Permit Renewals"
<input type="checkbox"/> travel trailer renewal	

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> new construction<br><input type="checkbox"/> remodel / alteration<br><input type="checkbox"/> addition<br><input type="checkbox"/> repair / reconstruction<br><input type="checkbox"/> relocation<br><input type="checkbox"/> demolition<br><input type="checkbox"/> septic system<br><input type="checkbox"/> change of use<br><input type="checkbox"/> pier, dock or bulkhead | <input type="checkbox"/> single family or duplex home<br><input type="checkbox"/> multi-family structure<br><input type="checkbox"/> hotel, motel, etc<br><input type="checkbox"/> commercial structure<br><input type="checkbox"/> accessory structure or outbuilding<br><input type="checkbox"/> deck / porch<br><input type="checkbox"/> driveway<br><input type="checkbox"/> temporary structure<br><input type="checkbox"/> fence | <input type="checkbox"/> kiosk<br><input type="checkbox"/> sign<br><input type="checkbox"/> home occupation<br><input type="checkbox"/> cottage industry |
|--|--|--|

Please provide information about the lot and septic system

- 1 Size of lot in square feet .....
  - 2 Number of bedrooms currently serviced by existing septic system (not including proposed construction or proposed trailer installation) .....
  - 3 Number of additional bedrooms proposed .....
- Note: if line 3 is zero, you may enter "N/A" on lines 4 and 5**
- 4 Size of existing septic system ("number of bedrooms" per Hyde County Health Department) .....
  - 5 Size of proposed septic system ("number of bedrooms" per Hyde County Health Department) .....

For each existing structure please provide the square footage as follows:

	Building	Footprint (including porches, decks etc)	Conditioned living space (all floors)	Roofed-over deck / Porch	Un-roofed deck	Enclosed utility storage garage boathouse etc	All impermeable surfaces (roofs, decks, plus pavement, etc)
	House						
	Garage						
	Outbuilding 1						
	Outbuilding 2						
	Camper Trailer						
Others							
	<b>TOTALS</b>						

For the proposed construction, please provide the amount of additional square footage as follows:

	Building	Footprint (including porches, decks etc)	Conditioned living space (all floors)	Roofed-over deck / Porch	Un-roofed deck	Enclosed utility storage garage boathouse etc	All impermeable surfaces (roofs, decks, plus pavement, etc)
	House						
	Garage						
	Outbuilding 1						
	Outbuilding 2						
	Camper Trailer						
Others							
	<b>TOTALS</b>						
	<b>TOTAL OF EXISTING PLUS PROPOSED</b>						

## Please attach the following sheets as required

**Note: at the discretion of the ODO Enforcement Officer, the Plot Plan and/or Construction Plan requirements MAY be waived or modified if all of the following are true:**

- The proposed construction has a footprint 96 square feet or smaller
- The application is **not** for a travel trailer installation or renewal
- The height of the proposed construction is less than 35' from the adjacent ground level
- No part of the existing or proposed construction is in violation of the ODO

### PLOT PLAN

Plot Plan will be drawn to scale and will show:

- Scale (suggested scale 1" = 20' or 1" = 15')
- North Arrow
- Adjacent streets w/names
- Property lines and dimensions
- Property line setbacks (according to proposed use - see "Table of Development Standards")
- CAMA wetlands boundaries and setbacks
- Existing and proposed buildings and structures
- Existing and proposed decks, stairs, porches, outdoor showers, outbuildings, etc
- Existing and proposed driveways and parking spaces
- Existing and proposed Travel Trailers for residential use
- Existing and proposed septic system components
- Existing and proposed surfaces impervious to water (paving, etc)
- Wells and water meters
- Critical dimensions including distances between
  - main structures
  - structures and septic system components
- Connections between
  - structures and septic system components
  - Travel Trailer(s) and septic system components
  - Travel Trailer(s) and electrical hookup
  - Travel Trailer(s) and potable water hookup
- Other information as may be required by the ODO Enforcement Officer

### CONSTRUCTION PLANS

- For existing and/or new structure(s) that are the subject of this application
  - Existing and proposed floor plans of all floors, including critical dimensions
  - Existing and proposed elevation drawing, including critical height dimensions
    - Include structure above highest roof ridge such as chimneys, antennae, roof decks, etc
    - Show roof pitch of main roof(s)
- Other information as may be required by the ODO Enforcement Officer

### APPROVALS FROM OTHER AUTHORITIES (IF APPLICABLE)

- Approval of the existing or proposed method for sewage disposal from the Hyde County Health Department
  - Required if any of the following apply:
    - building or modifying septic system
    - constructing or increasing the number of bedroom(s) or travel trailer(s) for residential use
    - constructing or modifying a commercial use
    - change of use
  - required by the ODO Enforcement Officer
- Approval of the existing or proposed potable water supply by the appropriate authority
  - Required if any of the following apply:
    - constructing or adding bedroom(s) and/or bathroom(s)
    - constructing or modifying a commercial use
    - change of use
  - required by the ODO Enforcement Officer
- Elevation Certificate
  - Required if any of the following apply:
    - new construction requiring a Certificate of Occupancy
    - renovation or addition, etc which will reach a height of 35' or more from adjacent grade
  - required by the ODO Enforcement Officer
- CAMA approval if required
  - Required if any of the following apply:
    - constructing or modifying within the jurisdiction of a CAMA regulated wetland

# TRAVEL TRAILER SECTION - FOR NEW PERMITS AND PERMIT RENEWALS

Please fill out a copy of this section for each travel trailer application or renewal

Date: \_\_\_\_\_

Applicant's name (Must Be Property Owner) \_\_\_\_\_

Ocracoke Lot Location \_\_\_\_\_

Street Address \_\_\_\_\_

and/or Map and Lot number \_\_\_\_\_

Make Model and Year of travel trailer \_\_\_\_\_

Serial Number \_\_\_\_\_

Vehicle Registration Number and State of Registration \_\_\_\_\_

Vehicle Registration Expiration Date \_\_\_\_\_

Insurance policy(s) covering the travel trailer (Ins. Co. and policy #'s) \_\_\_\_\_

This is a:  New travel trailer application

For a new application, please fill out all pages of this application, including pages 1,2,3,4 and provide all required attachments and approvals

This is a:  Travel trailer permit renewal

If renewal, current Permit Number \_\_\_\_\_

For a renewal, please answer the following questions:

- Yes No This is the same travel trailer listed in my current permit
  - Yes No This trailer is in the same location approved in my current permit
  - Yes No There have been no changes in the ownership of the property on which the trailer sits
  - Yes No There have been no changes in the dimensions of the property on which the trailer sits
  - Yes No This trailer is road-ready as defined in the ODO regulations
  - Yes No As the property owner, I authorize the ODO Officer to inspect the trailer for compliance
  - Yes No \* This trailer is not in violation of any current regulations of the ODO
- \* Note according to the ODO, revisions and amendments to the Travel Trailer provisions of the ODO are binding on all new and renewal applications

If you answered "Yes" to all seven questions, please sign the application below and submit to ODO Officer  
If you answered "No" to any of the above, please fill out entire application, pages 1,2,3,4

## SIGNATURE(S)

The signatures below attest to all pages and attachments to this application

I (we) affirm that all information provided in this application (pages 1,2,3,4 plus attachments) is true and accurate.  
I (we) understand that providing false or misleading information may disqualify this application and void any approvals

As the applicant, I attest by my signature that I am authorized by the property owner to act as his/her agent in the matter of this application

As the applicant and/or property owner, I authorize the ODO Enforcement Officer to enter onto and inspect the property subject to this application as needed to assure compliance with the ODO

Applicant(s) Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Applicant(s) Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Note: the information in this application is required for a permit under the Ocracoke Development Ordinance. See online at:

[http://library1.municode.com/default-now/home.htm?infobase=14661&doc\\_action=whatsnew](http://library1.municode.com/default-now/home.htm?infobase=14661&doc_action=whatsnew)

See Chapter 36 (Subdivisions), Article VII (Ocracoke Development Ordinance)

Much of the information requested here can be retrieved from your existing survey plat, or from Hyde County GIS map online at:

<http://www.hydecountygis.com/mapguide/hydegis/>

or call Hyde County: Tax Assessor's office: 252-926-4188 Health Department: 252 926-4380 Building Office: 252 926-4372

Note: Additional information may be required for a building permit application