

# Town of Topsail Beach

820 S Anderson Blvd  
 Topsail Beach, NC 28445  
 office: (910)328-5841 fax: (910)328-1560

Permit #
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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)	

Additional Comments:
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Total Fees:
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Permit # \_\_\_\_\_

Fee \_\_\_\_\_

## Building Permit Application

Town of Topsail Beach

820 S. Anderson Blvd.

Topsail Beach, NC 28445

Phone: (910)328-5841 Fax: (910)328-1560

Date: \_\_\_\_\_ Project Address: \_\_\_\_\_

Property Owner \_\_\_\_\_

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

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

Signature \_\_\_\_\_ Phone# \_\_\_\_\_

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Applicant \_\_\_\_\_

General Contractor \_\_\_\_\_

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

Telephone # \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ State License# \_\_\_\_\_

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Electrical Contractor \_\_\_\_\_

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

Telephone # \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ State License# \_\_\_\_\_

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Mechanical Contractor \_\_\_\_\_

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

Telephone# \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ State License # \_\_\_\_\_

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Plumbing Contractor \_\_\_\_\_

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

Telephone# \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ State License# \_\_\_\_\_

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Insulation Contractor \_\_\_\_\_

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

Telephone# \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ State License# \_\_\_\_\_

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Gas Piping/Other \_\_\_\_\_

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

Telephone# \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ State License# \_\_\_\_\_

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# 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 \_\_\_\_\_



**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 2' 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: \_\_\_\_\_

## 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 Storm 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.**

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Print Name

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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 issue 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.

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Name	Title	Date
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Sworn to and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_ My commission expires: \_\_\_\_\_

*Notary Signature*

**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

7-1-2018

## 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
<u>Electric (Per Unit)</u>	
New Construction & Additions	\$105.00
Alterations & Replacement	\$55.00
<u>Heating and Air (Per Unit)</u>	
New Construction & Additions	\$105.00
Alterations & Replacement	\$55.00
Gas Permit	\$55.00
<u>Plumbing (Per Unit)</u>	
New Construction & Additions	\$105.00
Alterations & Replacement	\$55.00
<u>Others (Per Unit)</u>	
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
Zoning Permit	\$30.00
Floodplain Development	\$30.00
Zoning Variance/Appeal Request	\$100.00
Conditional Use Permit	\$350.00
Text Amendment/Rezoning Request	\$350.00
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
<u>Penalties and Fines</u>	
Starting Work Without a permit	Double Permit Fees
Zoning Violation	Forfeit Permitting Privileges until Resolved

## II. MONTHLY WATER CHARGES

Facility Charge	(0 gallons)	* \$30.00/month
Additional Usage	(1-3,333 Gallons)	\$5.00 per 1000 gal
Additional Usage	(3,334- 10,000 Gallons)	\$5.25 per 1000 gal
Additional Usage	(10,001 – 20,000 Gallons)	\$5.50 per 1000 gal
Additional Usage	(Above 20,000 Gallons)	\$5.75 per 1000 gal

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

<u>New Construction</u>	<u>System Development Fee</u>	<u>Tap-On Fee</u>
1 & 2 Bedrooms	\$794.40	\$800 (3/4 inch)
3 Bedroom	\$1,191.60	\$1,000 (1 inch)
4 Bedroom	\$1,588.80	\$1,000 (1 inch)
5 Bedroom	\$1,986.00	\$1,000 (1 inch)
All Other Sizes	\$3.31 x \$120 x # of bedrooms	\$1,000 (1 inch)
Businesses	Per Adopted Fee Analysis (1)	Based on meter size

(1) System Development Fee Calculation Schedule (attached separately)

### Irrigation

System Development Fee - \$1000

Tap-On Fee - \$800 for 3/4" meter or \$1,000 for 1" meter

### Other Fees

Website Utility Processing Fee	\$3.00
Residential Water Deposit	\$100.00
Commercial Water Deposit	\$300.00
Cut off / on	\$10.00
Meter Calibration	\$25.00
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	\$15.00/Month
Additional Cart	\$15.00/Month
Additional Cart Delivery	\$37.50 (one-time fee)
Pick-up Cart	\$25.00 (one-time fee)
Recycling Fee	\$3.00/Month

**IV. MARINA FEES****FEE****Boat Slips****RECREATIONAL**

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

**COMMERCIAL**

Monthly (month to month)	\$600.00
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**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	\$10.00 (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	\$50.00
Weekly Pass	\$25.00

**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)	\$25.00
Day pass	\$5.00

**Nonresidents**

Season Pass (Vehicle Sticker)	\$50.00
Day Pass	\$10.00

**IX. ADMINISTRATIVE FEES**

Website Utility Processing Fee	\$3.00
Return Check Fee	\$50.00
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
Non-Profit not Topsail Beach	\$150 per day
Residential/Family event	\$150 per day
Commercial Event	\$250 per day
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