



**Town of Surf City**  
**General Permit Information**  
[www.townofsurfcity.com](http://www.townofsurfcity.com)

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**Community Development**

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**Surf City Fire Department**

Phone: 910-329-1260

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Fire Marshal: Jon Burton / 910-470-0641

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**NC Dept. of Coastal Management**

127 Cardinal Drive Extension

Wilmington, NC 28405

910-796-7221 Fax 910-395-3964

CAMA Field Rep.

Jason Dail / 910-796-7221

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## EXHIBITS REQUIRED BEFORE CONSTRUCTION PERMITS CAN BE ISSUED

### \*\*\*\*NO CONSTRUCTION UNTIL PERMITS ARE ISSUED\*\*\*\*

1. CAMA permits may be required for Oceanfront, Second row, Sound, Canal, Waterway, or any property that is adjacent to water or marsh area.
2. A surveyed plot plan. Must be obtained from a Registered Land Surveyor. (See attached requirements.)
3. Properties on Topsail Island and/or adjacent to coastal waters and/or coastal marshes need to submit a plot plan showing trees and pervious driveways to the edge of pavement no wider than 24-ft.
4. Elevation certificate. Must be obtained from a Registered Land Surveyor. (See attached requirements.)
5. Complete set of plans and specification. Note: If location of property is in a VE-Zone per your elevation certificate, your plans must be stamped by a NC Registered Professional Engineer or Architect.
6. If property is located in flood zone VE, a V-Zone certificate will be required. (Must be certified by a NC Registered Professional Engineer or Architect.)
7. Building height must be noted on the plans.
8. Plans must include details of any fire protection systems such as sprinklers, standpipes, fire alarms and hood suppression systems. (Commercial)
9. Engineered Stormwater Plan must be obtained for residential lots less than 10,000 sq ft.
10. Building permit application must be completed. (Application enclosed.)
11. Water tap, sewer tap, & System Development Fees must be paid when building permits are issued.
12. After pilings have been set, we must have an actual foundation survey from a Registered Land Surveyor. After banding or floor system has been established you will need to submit a "Building under Construction" elevation certificate. Must be obtained from a Registered Land Surveyor.
13. A *Lien Agent Notice* must be filed with LiensNC.com and must be presented at time of application for projects valued over \$30,000.
14. If your property is located in an area where Town sewer is not available, you must have a certification permit from the *Pender County Health Department* stating that the septic system has been approved by them. If there is not a septic system on the lot and one is required, then you must have a septic permit to install from Pender County Health Department.

# SURVEY AND ELEVATION CERTIFICATE

## REQUIREMENTS Required for all additions and New Construction.

Survey and elevation certification required for new construction or substantial improvements in Surf City and the ETJ. Surf City Flood Damage Prevention Ordinance, Building Regulations, and Zoning Code require the following.

Before a building permit can be issued, a **preliminary elevation certificate** must be submitted if the property is in a flood zone. It will indicate Base Flood Elevation, Community Panel number, flood zone, adjacent grade elevation, and required elevation of any structure or equipment to be placed on the lot.

Before a building permit can be issued, a **preliminary survey** of the lot must be submitted. The survey has to be dated no more than 180 days prior to being submitted. The following information must be on the survey.

- 1- Physical location and dimensions of the existing and proposed structure(s), driveways (denote pervious if required by ordinance), decks, docks, and other accessory structures. Show distance from EACH property line.
- 2- All yard set backs. Draw on survey. A note or reference will not be accepted.
- 3- All corner stakes
- 4- Any Areas of Environmental Concern (Federal and state wetlands, 30' buffer and 75' AEC on Estuarine Shorelines; vegetation line, 60' setback, 255' AEC in Ocean Hazard etc.) In Estuarine Shoreline AEC provide square feet of impervious surface within 75' of high water; use drip line of structures for this calculation.
- 5- Total square footage of lot.
- 6- Zoning district
- 7- All rights of way or easements.
- 8- Adjoining property owners.
- 9- Denote trees if required by ordinance.
- 10- Show driveway to edge of pavement with width of driveway shown at property line

An elevation certificate or survey that does not contain ALL of the required information will not be accepted.

A **foundation survey** is required once piling or other foundation is installed. This survey must show all of the above information and the actual location and dimensions of the foundation as built. This foundation survey must be submitted BEFORE PROCEEDING WITH ANY FURTHER CONSTRUCTION. Failure to do so will result in a STOP WORK ORDER being issued.

Within 21 days of establishing floor level, an **under construction elevation certificate**<sup>#2</sup> must be submitted to indicate actual floor elevation. Failure to do so will result in a STOP WORK ORDER issued.

Prior to issuing a Certificate of Occupancy, a **final elevation certificate**<sup>#3</sup> must be submitted. This certificate will indicate finished construction and show elevations of all equipment, number of flood vents, etc. An **"As Built" survey** is also required. It must include name and address of owner, physical address of property, exact boundary lines and minimum setback lines and percentage of lot covered by roofed structure(s). All buildings and other structures on lot must be shown including eaves, utility platforms, decks and stairs. Driveways and walkways must denote materials used. Decks must be labeled as roofed or open. All of these documents must be signed by and bear the seal of a licensed NC surveyor.



## Fire Inspector Required Documents for Commercial Construction

1. One complete set of commercial construction site and building plans.
2. Additional fire protection plans required if applicable:
  - A) Sprinkler and Standpipe that include, but not limited to: Designer contact information and certification level, complete hydraulic calculations, materials used detail and dimensional information, UL information on listed materials, system type (NFPA 13, NFPA 13R, wet or dry system), and location of components. Allow a 10% safety factor for sprinkler calculations.
  - B) Fire Alarm Systems that include, but not limited to: Floor plan, location of alarm-initiating devices, location of alarm notification appliances, including candela ratings for visible alarm notification appliances, location of fire alarm control unit, transponders and notification power supplies, annunciators, battery calculations, conductor type and size, voltage drop calculations, manufacturers model numbers and listing information for equipment, devices, and materials, ceiling height details/construction, and classification of supervising station.
  - C) Hood Suppression Systems that include, but not limited to: Type and amount of extinguishing chemical, size/length and arrangement of connected piping, size, placement, and position of nozzles, and location of detection devices, operating devices, auxiliary equipment and electrical current used.
3. Additional information on plans if applicable, should include, but not limited to: occupant load, means of egress widths, exit locations, fire extinguisher locations, emergency lighting and exit sign locations.

**\*\*Special note: Applicable plans should be submitted at the time of submittal for a commercial building permit and more information may need to be supplied to the fire inspector after initial plan review\*\***

# SETBACKS

ZONING DISRICT	MINIMUM LOT	LOT WIDTH	FRONTYARD	SIDE YARD	CORNER YARD	REAR YARD	LOT COVERAGE	HEIGHT	
R-5 Single-family	5,000	50'	15'***	7.5'	10'	20'	40%	48'	
R-5 Duplex	8,500	50'	15'***	7.5'	10'	20'	40%	48'	
R-5M	*	**	***	***	***	***	****		
R-10	10,000	50'	25'***	7.5'	15'	20'	40%	48'	
MHS	5,000	50'	15'***	7.5'	10'	20'	40%	48'	
RA	20,000*	100'	40'***	20'	25'	30'	40%	35'	
O & I	7,500*	50'	25'***	10'***	25'	10'	50%	48'	
NB	5,000*	50'	15'***	10'***	15'	10'	40%	48'	
C-1 Residential	5,000*	50'	15'***	7.5'	10'	20'	40%	48'	
C-1 Commercial	2,500	25'	10'***	0'	0'	3'	100%	48'	
MU Residential	5,000*	50'***	15'***	7.5'	10'	20'	40%	48'	
MU Commercial	5,000*	50'	10'***	3'	0'	3'	50%	48'	
C-3	10,000	150'***	25'***	10'	20'	10'	50%	55'	
G-1									
PUD	SEE SECTION 4.8								
CON									
R-15	15,000	50'	15'	10	15'	20'	40%	48'	
SF	5,000	50'	15'	7.5'	10'	20'	40%	48'	
MFC	2ac	50'	25'	10'	10'	20'	40%	48'	

\* See establishment of zoning district and use requirements by district for additional lot sizes.

\*\* See establishments of zoning district and use requirements by district for additional width.

\*\*\* See establishments of zoning district and use requirements by district for additional setbacks.

\*\*\*\* See establishment of zoning district and use requirements by district for additional lot coverage.

☆ CAMA Setback 60' from line of vegetation

## Required Paperwork

The following is paperwork that is due before a permit is issued, inspections are done, and Certificate of Occupancy is issued.

### **Building Permit**

- \_\_\_\_\_ Preliminary Plot Plan
- \_\_\_\_\_ CAMA Permit Issued
- \_\_\_\_\_ First Elevation Certificate, if in flood zone
- \_\_\_\_\_ Lien Agent Form
- \_\_\_\_\_ Engineers Storm Water Plan
- \_\_\_\_\_ V-Zone Certificate
- \_\_\_\_\_ Wastewater System Construction Authorization – Septic Permit (County), if needed
- \_\_\_\_\_ Well Authorization (County), if needed

### **Under Construction**

After T-Pole inspection NO other inspections will be done until these items are done.

- \_\_\_\_\_ \* Second Elevation Certificate, if in flood zone
- \_\_\_\_\_ \* 21 Day Foundations Survey

**Final C.O.** A Final C.O. will not be scheduled until all appropriate paperwork has been received.

- \_\_\_\_\_ Third Elevation Certificate, if in flood zone
- \_\_\_\_\_ Storm Water Approval Letter
- \_\_\_\_\_ “As-Built” Final Survey
- \_\_\_\_\_ RPZ Test Certification, if using an irrigation meter
- \_\_\_\_\_ Elevator Certification, if applicable
- \_\_\_\_\_ Wastewater System Operations Permit – Septic Permit (County), if needed
- \_\_\_\_\_ Well Approval (County), if needed



## STATE LAW REQUIRES SEPARATE IRRIGATION METERS

State law requires a separate irrigation meter for all new in-ground irrigation systems connected to the public water supply. The intent of this legislation, House Bill 2499, is to reduce water systems' vulnerability to drought and allow them a quicker response to water shortages. Residential customers needing a 3/4" irrigation service now have two options:

### OPTION 1: SINGLE SERVICE LINE

For new construction with irrigation, one 3/4" line will be tapped onto the main, and two meters will be set from the 3/4" line. The full connection charge will be collected for the domestic service, while the tap fee for the irrigation will be reduced.

On an existing domestic service adding irrigation, a tee will be installed just before the domestic meter on the domestic line.

Backflow prevention device is typically installed beside house.

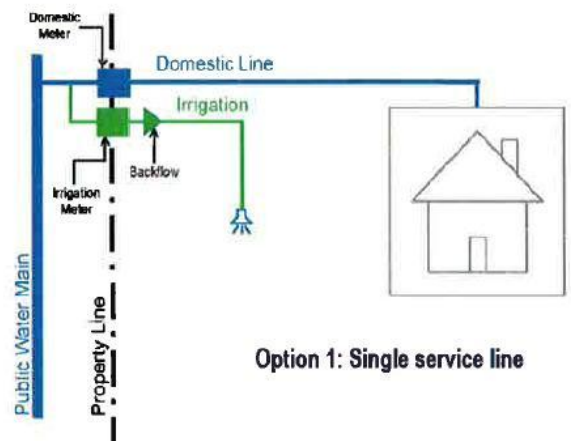
### OPTION 2: DEDICATED SERVICE LINE

The customer can elect to have a separate tap and a separate line run to each meter box. In this case, the standard connection charges and tap fees will be assessed. This option may be necessary if the existing domestic meter is in a driveway or there is some other circumstance that prevents splitting off the single service line.

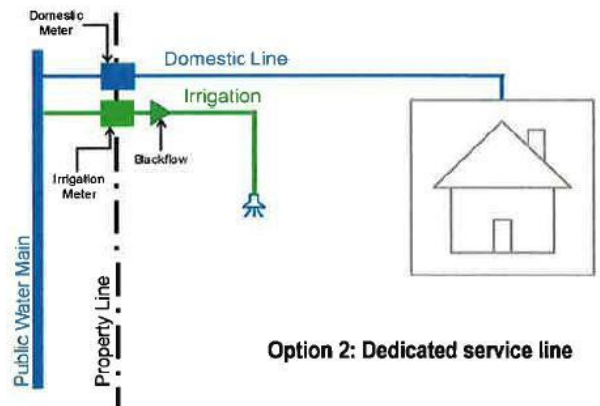
If customers need more than a 3/4" irrigation service, they may purchase larger services for added capacity.

Services larger than 3/4" will be tapped on the main with standard connection and tap fees.

Backflow prevention device is typically installed beside house.



Option 1: Single service line



Option 2: Dedicated service line

## BACKFLOW PROTECTION

To ensure the safety of our community's drinking water, a backflow prevention device is required on in-ground irrigation systems. This prevents hazardous substances from inadvertently being drawn into the drinking water system, contaminating it.

The private water service connection (section of pipe between the meter and the backflow preventer including an isolation valve and the backflow preventer itself) serving the irrigation system must be installed by a North Carolina licensed plumbing or utility contractor. Workmanship and materials for this part of the system must be permitted and inspected by Town of Surf City Building Inspector.

Inspections of the private water service connection must be requested and scheduled by the contractor. Town of Surf City Inspections can be reached at 910-328-4131.

## IRRIGATION CONTRACTORS

Installations of new in-ground irrigation systems costing \$2,500 or more must be performed by a North Carolina-licensed irrigation contractor, unless the work is done by the property owner, licensed professional engineer or a registered landscape architect. Exclusions include agricultural and nursery operations. Visit [www.nciclb.org](http://www.nciclb.org) for details.

## MORE INFORMATION

To request an irrigation meter or for meter and fee questions, call 910-328-4131 and ask for New Services. To request a backflow inspection, call 910-328-4131. For general backflow questions, please contact Building Inspections at 910-328-4131.

