



Residential Building Permit Checklist

REQUIRED APPLICATION MATERIALS:

- _____ **Completed Residential Building Permit Application**
- _____ **Building plans**: one (1) set. The Town no longer retains a set of residential building plans
- _____ **Site plan** showing the setbacks of the proposed structure(s) from all property lines
- _____ **Red-cockaded woodpecker** letter, if applicable (US Fish & Wildlife Service (910) 695-3323)
- _____ **Proof of Address** assigned by Moore County, if not previously established (Rachel Smith (910) 947-7142)
- _____ **Lien Agent form**, if applicable (www.liensnc.com)
- _____ **Completed Construction on Town Right of Way form** (driveway permit) (Cory Albers (910) 692-1983)
- _____ **Completed Soil Erosion and Sedimentation Control Compliance Form** (Jay Hough (910) 692-1983)
- _____ **Completed Installation of Water/Sewer Service Permit Application or County Septic Tank Approval**
(Town: Ron Istre (910) 692-1983 or Moore County: (910) 947-6283)
- _____ **Certificate of Appropriateness** if the property is located within the Historic District

APPROVAL PROCESS:

1. **Staff review**: Staff will review the submittal and notify the applicant if additional information or documentation is needed.
2. **Permit fees** will be determined by a building inspector upon review of the application and building plans.
3. **Approval** of driveway, erosion control and water/sewer service (or proof of septic tank approval) must be received prior to issuance of the building permit.
4. **Issuance of Building Permit**: The applicant will be notified once all approvals are obtained and the Building Permit can be issued. **The permit must be picked up and the fees paid in person. Cash, check and credit card payments are accepted.**

**INSPECTIONS MUST BE SCHEDULED AT LEAST 24 HOURS IN ADVANCE BY CALLING (910) 692-4003.
WE DO NOT SCHEDULE INSPECTIONS VIA VOICEMAIL.**

BUILDING PERMITS & INSPECTIONS
COMMUNITY DEVELOPMENT DEPARTMENT
TOWN OF SOUTHERN PINES
180 SW BROAD STREET
SOUTHERN PINES, NORTH CAROLINA 28387
(910) 692-4003
www.southernpines.net



Residential Building Permit Application

Project Information:

Property Owner: _____

Property Address: _____ Phone: _____

PIN: _____ Parcel ID: _____

Project Type: New: ___ Alteration: ___ Addition: ___ Demolition: ___ Relocation: ___

Type of Construction: Wood frame: ___ Masonry: ___ Other: _____

Proposed Use: _____ Estimated Cost of Construction: \$ _____

New construction (including additions, accessory structures & swimming pools) setbacks:

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

Note: If this permit is for a swimming pool, the location of the fence (with setbacks) must be shown on the site plan.

Contractor (exactly as name appears on license):

Company Name: _____ License No.: _____

Mailing Address: _____

Point of Contact: _____ Phone: _____ Email: _____

Date: _____

Signature of Applicant

Subcontractors (exactly as name appears on license):

Electrical: _____ License #: _____ Phone: _____

Plumbing: _____ License #: _____ Phone: _____

Heating/Air: _____ License#: _____ Phone: _____

Insulation: _____ Phone: _____

