

## 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

**Proof of Address** assigned by Moore County, if not previously established (Rachel Smith (910) 947-7142)

**Lien Agent form**, if applicable ([www.liensnc.com](http://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  
801 SE SERVICE ROAD  
SOUTHERN PINES, NORTH CAROLINA 28387  
(910) 692-4003  
[www.southernpines.net](http://www.southernpines.net)

**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.**

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**Contractor (exactly as name appears on license):**

Company Name: \_\_\_\_\_ License No.: \_\_\_\_\_

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

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Applicant

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**Subcontractors (exactly as name appears on license):**

Electrical: \_\_\_\_\_ License #: \_\_\_\_\_ Phone: \_\_\_\_\_

Plumbing: \_\_\_\_\_ License #: \_\_\_\_\_ Phone: \_\_\_\_\_

Heating/Air: \_\_\_\_\_ License #: \_\_\_\_\_ Phone: \_\_\_\_\_

Insulation: \_\_\_\_\_ License #: \_\_\_\_\_ Phone: \_\_\_\_\_

**This section must be completed for all residential building permit applications, including new construction, additions and alterations.**

Total **heated** area: \_\_\_\_\_ sq. ft.

Total area (including garage, decks, porches, etc.): \_\_\_\_\_ sq. ft.

Number of HVAC units: \_\_\_\_\_

Electrical service size: \_\_\_\_\_

Number of plumbing fixtures: \_\_\_\_\_

Temporary pole: yes: \_\_\_\_\_ no: \_\_\_\_\_

RPZ for landscaping: yes: \_\_\_\_\_ no: \_\_\_\_\_

Geo-thermal systems: yes: \_\_\_\_\_ no: \_\_\_\_\_ # of units: \_\_\_\_\_

Gas piping: yes: \_\_\_\_\_ no: \_\_\_\_\_ # of units: \_\_\_\_\_ natural gas: \_\_\_\_\_ propane: \_\_\_\_\_

Additional details: