



**Effective April 1, 2015 – We can no longer accept incomplete plans/applications.**

*If anything is missing, everything will be returned to you until package is complete, feel free to call with any questions.*

**Zoning**

***Complete Application includes:***

- CCHD Approval
- Stormwater Plan, w Seal
- Site Plan/Drawings (x2 sets)
- CAMA Approval from MHC – docks/lifts
- CAMA App for project on waterfront lots

**Building**

***Complete App includes:***

- Zoning Approval
- Plans w/Seal (x2 sets)
- Drawings
- Project Cost
- Htd. Square Footage
- NC Mechanics Lien – over \$30,000
- All Sub Signatures
- License # for each trade
- See “All Trades” for Subs

**All Trades**

❖ **All Require –**

- Scope
- License #
- Signature
- Project Cost

❖ **Electrical**

- Contractor contacts power co for retaps
- To be inspected w/in 10 days of completion
- Electrician responsible for Power Retap

❖ **Mechanical**

- Manufacture Clearance Specs must be attached with app.
- If no Electrician on staff, a separate EL app must be complete.
- To be inspected w/in 10 days of completion

❖ **Plumbing**

❖ **Gas**

❖ **Insulation**

- Does not require license

❖ **NOTE – All open/uninspected permits will be turned in to NC Licensing Board and expired permits prior to inspection must be re-issued at full cost.**