



Town of Oak Island  
Repairs, Additions, and Alterations  
Plan Submittal Checklist

**Please use this checklist to ensure that all submittal requirements are met.**

The following is to be used for the review of all repairs, additions, and alterations. Plans and application data must be complete when submitted for plan review.

**Incomplete plans and/or applications will be returned without review**

Major revisions after permit issuance will require re-review and may be subject to additional fees. The permit application package is divided into four categories:

1. Application Requirements
2. Survey - if project requires a building permit and/or permanent foundation
3. Stormwater, Vegetation and Land Development
4. Building

**1. Application**

- Appendix A - a Town of Oak Island building permit application. This application must be completed in its entirety.
- Appendix B - a Town of Oak Island Property Description sheet.
- Two (2) sets of construction plans drawn to scale with sufficient detail to reflect the scope of work . See Number 4 below for specific detail requirements.
  - i. All plans must be dated and signed by the designer. Professional seals, when applicable, must appear on each sheet and be signed and dated.
  - ii. All plans must be submitted in a clear and legible format. DO NOT ROLL PLANS. Plans must be folded to a size to fit an 8 1/2" x 14" folder. Please size your building plans accordingly.
- A survey drawn to engineering scale (example 1"=20')  
See number 2 below for specific survey requirements.
- A clear and legible copy of the Authorization for Construction from the Brunswick County Health Department (if applicable)
- Appendix E - A Town of Oak Island Stormwater Runoff Worksheet
- CAMA Permit, if applicable
- V-Zone certificate, if applicable
- Preliminary Elevation Certificate, if property is located within a SFHA (flood zone). Habitable structure must meet 1' freeboard.

## 2. Survey

**Size of survey may not exceed 11" x 17"**

The following minimum information must be clearly shown on the survey:

### Part 1.

- The actual survey showing the dimensions of the lot to be built upon.
- The size of the building to be erected.
- The location of the building on the lot.
- The location of existing structures on the lot, if any.
- The number of dwelling units the building is designed to accommodate.
- The setback lines of buildings on adjoining lots.
- The parking facilities, landscaping design, location and size of all signs for all plot plans and site development plans not subject to the special requirements stipulated in division 8 of this article.
- In addition to the plot plan, if the lot is in an area of environmental concern, as established by the coastal resources commission, the applicant will supply to the building inspector a certificate issued by the appropriate CAMA Permit Officer stating that the proposed development is in compliance with AEC guidelines and standards.
- Such other information as may be essential for determining whether the provisions of this article are being observed; and any use of such building.
- Location of poly cart rack if structure is being used as vacation rental.

### Part 2.

- Dimensions of proposed primary structure(s) including and proposed cantilevers. Components of the proposed primary structure should be properly labeled and proper dimensions shown (i.e. open deck, covered porch, attached garage...)
- Driveways, steps, decks, landings, walkways, sidewalks, patios, gazebos, garages, carports, swimming pools and other accessory structures and/or uses of the property must be properly labeled and proper dimensions shown.
- Location and dimensions of septic system area.
- Total square footage of all impervious surfaces.
- Stormwater Design

## 3. Stormwater, Vegetation and Land Use

### Part 1. Stormwater

The stormwater worksheet included in the application package must be completed in its entirety. The following guidelines should be followed:

If property is located on the island proper or on the mainland and not located within an approved PUD stormwater runoff should be calculated as follows:

1. The total square footage of all impervious surfaces under the drip line (include overhangs in your calculation) of any roofed structure including outbuildings.
2. The total square footage of driveways, sidewalks, patios to the property line. You do not have to include the impervious surfaces located on the street right of way (driveway connections).

If property is located in South Harbor Village and/or another approved PUD that is governed by a state stormwater permit, stormwater runoff should be calculated as provided for in the permit. Otherwise, it should be calculated as follows

1. The total square footage of all impervious surfaces under the drip line (include overhangs in your calculation) of any roofed structure including outbuildings.
2. The total square footage of driveways, sidewalks, patios to the edge of the street pavement. All driveways subject to these state stormwater permits must be calculated as impervious surfaces regardless of there finished treatment.

If you exceed 30% of the total lot area by placement of impervious surfaces. Provide engineering details on the retention of the additional stormwater runoff on your property.

## Part 2. Vegetation

The vegetation worksheet included in the application package must be completed in its entirety. The Town code of ordinances requires the following:

Retention of **all** specimen trees except for the placement of the following:

Principal or accessory buildings, required off street parking, driveway, stormwater management facilities and septic system. Otherwise, specimen trees may only be removed if the tree is dead, severely diseased, injured, or in danger of falling close to existing or proposed structures; the tree poses an identifiable threat to individuals or public safety; removal of the specimen tree is necessary to enhance or protect the health or condition of adjacent trees.

A specimen tree is defined a any perennial woody plant such as a lane shade, or pine tree which usually has one main stem or trunk and the following caliper measurements (taken 4' from ground level):

|           |    |
|-----------|----|
| Hardwood  | 6" |
| Pine      | 3" |
| Flowering | 2" |

A tree is considered to be any plant over fifteen feet in height

In addition to the specific requirements stated above, the code encourages the retention of wooded or vegetated areas seventy five square feet in area or greater.

## Part 3. Land Use

In some cases substantial grading and/or the addition of fill material is necessary to make the lot viable for development. In cases where fill or grading is necessary **an erosion control plan shall be required**. You will be required to stabilize the site by

placement of seeding and straw and or by other means deemed necessary to retain soils, sediment and/or stormwater runoff. It is at the discretion of the Stormwater Director to determine which of the methods is necessary to achieve retention. Stabilization will be required before Certificate of Occupancy is issued.

#### 4. Building Plans

- Plans must be drawn to architectural scale (example 1/4" = 1')
- All structural plans for buildings located within a **VE flood zone must be approved by a licensed architect or structural engineer.** The approval must be accompanied by a V-Zone certificate.
- All properties located within a SFHA (flood zone) must provide a preliminary elevation certificate and the residence must meet a minimum 1' freeboard.
- All structural elements shall be designed to meet the 130 mph wind zone.

- Title Box containing the name, address and telephone number of the designer
- Footing and Foundation plan including wall footing, foundation dimensions, pier footing, masonry pier dimensions, concrete slab thickness, anchor bolt details (size and embedment), crawl space ventilation calculations (vents shown) and piling design.
- Framing plan including wall sections; include size, grade and species of girders, floor joists, ceiling joists and rafters,
- Header schedule must be shown with grade and species identified or referenced under the structural notes section unless engineered. Show all point loads. Show all knee walls, indicate whether the wall is load bearing or non-load bearing.
- Exterior wall detail including stud size, spacing, grade, insulation, sheathing, siding or brick veneer.
- Complete building floor plan with elevations. Identify all rooms and show dimensions, identify walk up attic space (if applicable).
- Elevations on all sides. Indicate height to highest peak of roof.
- Window and Door details. Indicate proper DP rating. Reference
- Special engineering. Provide any special engineering required on garage door beams, laminated beams, engineered floor or roof truss systems and any three story structure. **A professional engineer or architect must sign, date and seal these drawings.**

If you have any questions concerning the checklist or the various application worksheets, please call. Do not return an incomplete application. It will be returned to you without review.

Return application and plans to:  
Development Services  
Town of Oak Island  
4601 E. Oak Island Dr.  
Oak Island, NC 28465

## Appendix A - Town of Oak Island Permit Application Repairs, Additions and Alterations

Project Address: \_\_\_\_\_  
Property Owner: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone Number(s): \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_

**Project Information**      **Is this structure used as rental property ( ) yes ( ) no**  
Structure Type       Residential       Commercial       Governmental  
Project Type       Addition       Remodel       Alteration      Other (Specify) \_\_\_\_\_

**Square Footage (Provide data for what is being added, remodeled or altered only.)**

Heated Space: \_\_\_\_\_

Unheated Space:      Garage \_\_\_\_\_ ( ) attached ( ) detached  
                            Storage \_\_\_\_\_

Total Unheated Space: \_\_\_\_\_

Other Space:      Open Decks \_\_\_\_\_  
                            Covered Porch \_\_\_\_\_  
                            Walkways \_\_\_\_\_  
                            Other Space \_\_\_\_\_      Specify \_\_\_\_\_

Total Other Space: \_\_\_\_\_

Total Space \_\_\_\_\_

Total Project Construction Cost  
(Including sub-contract costs)      \$ \_\_\_\_\_

Signature of Applicant/Agent: \_\_\_\_\_

**NOTE: Incomplete applications will be returned to the applicant without review.**

**Building**  
Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
NC License# \_\_\_\_\_ Class \_\_\_\_\_ Expiration \_\_\_\_\_  
OI Privilege License # \_\_\_\_\_

#### Design Professionals

Architect: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
NC Registration Number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
  
Engineer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
NC Registration Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Grading

Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
NC License# \_\_\_\_\_ Class \_\_\_\_\_ Expiration \_\_\_\_\_  
OI Privilege License # \_\_\_\_\_

#### Scope of Work:

Placement of Fill Materials: \_\_\_\_\_ (Cubic Yards)  
Grading: \_\_\_\_\_ (Slope)

Value of work \$ \_\_\_\_\_

#### Electrical

Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
NC License# \_\_\_\_\_ Class \_\_\_\_\_ Expiration \_\_\_\_\_  
OI Privilege License # \_\_\_\_\_

Voltage: \_\_\_\_\_  
Low Voltage Systems:  Yes  No If Yes, Specify \_\_\_\_\_

Value of work \$ \_\_\_\_\_

**Plumbing**

Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

NC License# \_\_\_\_\_ Class \_\_\_\_\_ Expiration \_\_\_\_\_

OI Privilege License # \_\_\_\_\_

Scope of work: \_\_\_\_\_

Value of work

\$ \_\_\_\_\_

**Mechanical**

Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

NC License# \_\_\_\_\_ Class \_\_\_\_\_ Expiration \_\_\_\_\_

OI Privilege License # \_\_\_\_\_

Type of System: \_\_\_\_\_ Size: \_\_\_\_\_ Tons

Value of work

\$ \_\_\_\_\_

**Gas**

Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

NC License# \_\_\_\_\_ Class \_\_\_\_\_ Expiration \_\_\_\_\_

OI Privilege License # \_\_\_\_\_

Scope of work: \_\_\_\_\_

Value of work

\$ \_\_\_\_\_

## Appendix B

### Property Description and Ownership Information

#### Site Data

Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Tax Parcel \_\_\_\_\_

Physical Address \_\_\_\_\_

Lot Size \_\_\_\_\_ sq. ft      Acreage? \_\_\_\_\_

Is property located in a SFHA (flood zone)       Yes       No  
Specify zone       X       X Shaded       A       AE       VE  
Base Flood Elevation \_\_\_\_\_ Map/Panel/Suffix \_\_\_\_\_  
Map Revision Date \_\_\_\_\_

Is property located within an Area of Environmental Concern       Yes       No  
If yes, have you attached a copy of your CAMA Permit to this application?

Oak Island zoning district: \_\_\_\_\_  
If necessary, we will assist you in gathering flood plain and zoning information

#### Ownership Information

Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### Utilities

Water       Public       Private      If private, permit number \_\_\_\_\_

Water Tap Size:        $\frac{3}{4}$ "       1"        $1\frac{1}{2}$ "       Other

Location       Left       Right       Center

If double frontage lot, specify street \_\_\_\_\_

Wastewater (Septic and/or Sewer)  
 Private      BCHD permit number \_\_\_\_\_

Public      Indicate service provider       Oak Island       SEBSD

WW Tap Size:       4"       6"

**Town of Oak Island**  
**Stormwater Management Guidelines for One and Two Family Residences**

**General Requirements**

- These guidelines are intended to simplify and expedite the review and approval of stormwater management applications and are not necessarily all-inclusive. The Town reserves the option to require submittal of a stormwater management application prepared by a licensed engineer for any land use project.
- An application must be submitted to Community Development Services that describes how the stormwater runoff will be controlled and managed to meet Town requirements. If the Stormwater Administrator finds that the application complies with the standards of the Town ordinance, the application will be approved. Additional conditions may be included as part of the approval.
- The application must include a completed Stormwater Management Worksheet (Appendix E) and a site plan or survey of the property showing the proposed stormwater management plan, including:
  1. Size and location of any building or other structures
  2. Size and location of all driveways and walkways
  3. Location of septic tank and drain field, if applicable
  4. Location and dimensions of drywells or drip line trenches (or alternative stormwater management system)
  5. Show location of sediment fence. SEDIMENT MUST BE RETAINED ON SITE
  6. Other site specific features if required by Town of Oak Island – Community Development Services
- If the project meets or exceeds any of the three (3) conditions listed below, the stormwater management system must be stamped, signed, and dated by a licensed professional engineer or surveyor.
  1. Impervious surface area of 30% or greater  
(See Stormwater Management Worksheet, Appendix E)
  2. Addition of 6" or more of uncompressed fill material
  3. Grading resulting in a slope of 5% (6" of fall over a 10' horizontal distance or greater)
- If the project **does not** exceed any of the above listed conditions and is located in an area that is not governed by a State issued stormwater permit, the owner, contractor, or authorized agent may prepare the stormwater management application using the **standard method** outlined below or another method that complies with State and local requirements. Projects located in an area governed by a state issued stormwater permit must comply with those requirements.
- The stormwater management application must be approved before any work begins.

## The Standard Method

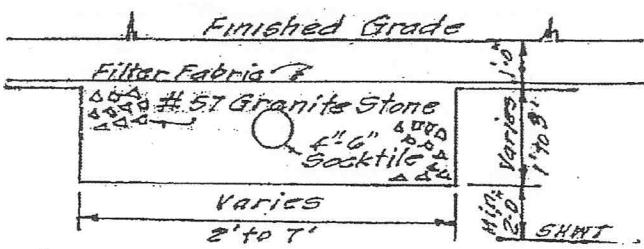
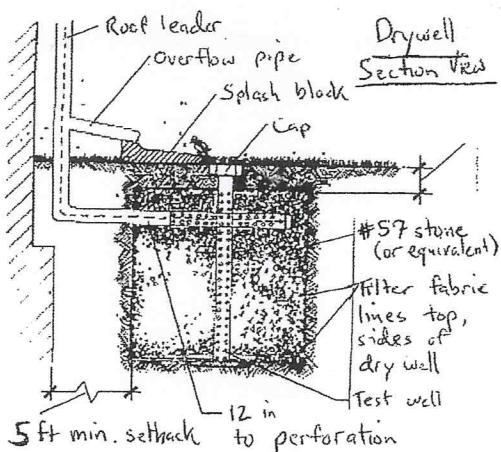
- The standard method requires routing roof runoff from all structures into infiltration devices (e.g., downspout drywells or drip line trenches) and installation of a driveway channel with drywells. Drywells and drip line trenches are small, excavated pits, filled with stone or gravel that temporarily stores stormwater runoff until it infiltrates (soaks) into the surrounding soil. These devices help protect our tidal creeks and estuaries by infiltrating the stormwater runoff on land thereby decreasing pollution and lessening flooding impacts.
- Raised Slab Homes, Slab on Grade homes, Crawl space homes, and Piling homes with habitable enclosures under must have gutters with downspouts routed into appropriately sized pits as described in Appendix E. When gutter downspouts are routed into drywells or other stormwater management device, a bypass should be installed on the downspout. The bypass will allow water to escape in the event rainfall in excess of the design criteria is experienced preventing overflow water from backing up into downspouts.
- Piling homes with no enclosures may utilize a continuous drip line infiltration trench under all eves as described in Appendix E.
- Size of drywells: All infiltration devices must comply with Town approved sizing and design guidelines.
- Sediment must be retained on site.
- The following site conditions must be met in order for infiltration devices to be installed.
  1. A site on the property must be available for the drywells and/or drip-line trenches with required setbacks from structure foundations, water wells or septic drain fields. Minimum horizontal setbacks from a septic system are as follows: upslope 10 feet, side slope 15 feet, down slope 25 feet. Minimum setback from foundations is 5 feet.
  2. Soils must be sufficiently permeable.
  3. Water table depth allows for construction of drywells. If the seasonal water table is within 12" of the bottom of the bottom of the excavation, alternative stormwater control devices are recommended. Contact the Stormwater Administrator (910.201.8008) for more information.
- If site conditions such as slope, soil type, high ground water levels exist that prevent any of the above conditions from being met or an alternative method of stormwater management is desired, the stormwater management application must describe the method to be used.
- All infiltration devices (e.g., downspout drywell, drip line trenches, driveway drywells, etc.) must be filled with clean AASHTO #57 Stone (or equivalent washed drain rock – 0.75-3.0 inches in diameter).
- To extend the useful life of the system, filter fabric must line sides and top of the infiltration device to prevent fine soils from migrating into the drain rock.
- Infiltration systems should be equipped with cleanout sumps or downspout screens to collect leaves, needles, roof grit and other debris or leaf guards should be installed on gutters to prevent leaves and other plant material from entering downspouts and clogging the dry well.
- Infiltration devices connected to downspouts must have a four (4) or six (6) inch perforated pipe, placed in the upper portion of the rock fill and extending the length of the trench. Any number of drywells/trenches may be used, provided the volume of voids in each drywell is adequate to receive the rain runoff from that portion of roof area being routed to it.
- Community Development Services must inspect all infiltration devices prior to certifying the structure for occupancy. Do not backfill over any underground installation until it has been inspected.
- The applicant/homeowner shall maintain in good condition all stormwater practices constructed in accordance with the stormwater ordinance.

**APPENDIX E**  
**STORMWATER MANAGEMENT WORKSHEET**  
Single-Family or Duplex Residences

| New   | <u>Impervious Surface</u> |       | Existing                       |       |       |
|---|---------------------------|-------|--------------------------------|-------|-------|
| Structures (all roof area)  | _____                     | sq/ft | Structures (all roof area)     | _____ | sq/ft |
| Driveway, sidewalks and patios  | _____                     | sq/ft | Driveway, sidewalks and patios | _____ | sq/ft |
| Other   | _____                     | sq/ft | Other                          | _____ | sq/ft |
| Total New   | _____                     | sq/ft | Total Existing                 | _____ | sq/ft |
| Total Impervious Surface (New + Existing)   | _____                     | sq/ft |                                |       |       |
| Total Lot/Parcel Area   | _____                     | sq/ft |                                |       |       |
| Divide the total impervious surface above by the size of the lot/parcel and convert to a percentage: _____ % *  |                           |       |                                |       |       |
| *If the project has impervious surface area of 30% or greater a licensed professional engineer or surveyor must sign, date, and stamp the stormwater management plan. |                           |       |                                |       |       |

In order to comply with the requirements of the Stormwater Management Ordinance for the Town of Oak Island, the minimum requirements for construction and sizing of underground infiltration devices utilizing the Standard Method are as follows:

Install a slotted channel drain (or asphalt/concrete swale) with infiltration devices (min. total excavated volume of 22 cubic feet filled with #57 stone, or equivalent) within two feet of property line (not in public right of way) in driveway and infiltration drywells connected to downspouts (or infiltration trenches along entire drip line) with a minimum total excavated volume of 108 cubic feet and filled with #57 stone, or equivalent.



Typical Infiltration Trench (showing perforated pipe when connected to downspout)

**APPLICANT SIGNATURE**

By signing the Stormwater Management Worksheet (Appendix E), I as the applicant/owner attest that the information provided herein is true and correct to the best of my knowledge. I also certify that this application is being made with the full knowledge and consent of all owners of the affected property.

(LANDOWNER OR AUTHORIZED REPRESENTATIVE SIGNATURE)

(DATE)

**CERTIFICATION AS TO STATUS OF LICENSURE TO THE TOWN OF OAK ISLAND**  
**GENERAL CONTRACTOR**

I understand that I am signing this document under oath; I certify that I am making a truthful statement. I have entered into a construction contract where the cost of the undertaking exceeds \$30,000.00; the contract, whether written or oral is in the exact name as listed with the North Carolina Licensing Board for General Contractors. I am not in partnership (including any "joint venture" (unless in compliance with 12 NCAC 12.0207) with any unlicensed entity). I certify that I am presently licensed under \_\_\_\_\_ and my license number is \_\_\_\_\_. My license is active and in good standing. I am not presently under any disciplinary order issued by the Licensing Board which disqualifies me for entering into a construction contract. I certify to this building inspections department that I have paid any license tax as required by the North Carolina Department of Revenue and have obtained a local privilege license from the Town of Oak Island. I have in effect all required worker's compensation insurance coverage and I agree to submit certificates of such coverage to the building inspector upon request. I understand that I am responsible for ascertaining whether I am obligated by law to obtain worker's compensation coverage and to assure that my insurance coverage is adequate. I understand that a licensed general contractor must pay a \$10.00 fee upon issuance of a residential building permit pursuant to NCGS 87-15.3 the Homeowner's Recovery Fund Act of North Carolina; \$9.00 of which the permitting official will forward to the Licensing Board. I understand that the unlicensed practice of general contracting is a criminal offense of NCGS 87-13 and that the licensing board may pursue and injunction against me if I practice without a license as required by law. I also understand that under North Carolina case law, and unlicensed practitioner may be barred from recovery of any civil damages if the job owner refuses to pay. I have been informed that any authority issuing a building permit to an unlicensed contractor where a license is required may be found guilty if a misdemeanor and I certify to this department that they may rely on my statement as truthful regarding the status of my license.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. \_\_\_\_\_

Signature of applicant

Sworn and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. \_\_\_\_\_

Notary Public  
(seal)

Commission Expires

**AFFADAVIT OF WORKER'S COMPENSATION COVERAGE**

The undersigned applicant or authorized agent for a building permit being the ( ) contractor, ( ) owner, ( ) agent for owner or contractor do hereby affirm under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:

- Have three (3) or more employees and have obtained worker's compensation insurance to cover them.
- Have one or more subcontractors and have obtained worker's compensation insurance to cover them.
- Have one or more subcontractors who have their own policy of workers compensation covering them
- Have no more than two (2) employees and no subcontractors.

While working on the project for which this permit is sought it is understood that the inspection department issuing the permit will 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 the work.

Firm name: \_\_\_\_\_ By: \_\_\_\_\_

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

Signature

Sworn and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. \_\_\_\_\_

Notary Public: \_\_\_\_\_

Commission expiration: \_\_\_\_\_

(seal)

## **North Carolina Administrative Codes and Policies**

### **101.3 Scope**

**101.3.1 Requirements of other state agencies, occupational licensing boards or commissions.** The North Carolina State Building Codes do not include all additional requirements for buildings and structures that may be imposed by other state agencies, occupational licensing boards or commissions. It shall be the responsibility of a permit holder, design professional, contractor or occupational license holder to determine whether any additional requirements exist.

*Commentary: Many State agencies, occupational licensing boards or commissions have specific design and construction requirements that are not incorporated into the North Carolina State Building Codes and are not enforced by code enforcement officials. Permit holders, design professionals, contractors or occupational license holders should consult with any relevant boards or agencies to determine whether there are any additional construction and design requirements for their projects.*