

Director of
Planning and Inspections
MEREDITH GUNS

Building Inspector
MARTY SHAW
CHARLES THUMAN

Code Enforcement Officer
JORDAN BLYTHE



Assistant Director of
Planning and Inspections
CAMERON RAY

Senior Planner
RYAN LANG

Zoning Administrator
DONNA ELLIOTT

THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA

PLANNING DEPARTMENT

Planning and Inspections Department
Daily Operations in Response to COVID-19

The Planning and Inspections Department will be conducting as much business as possible via phone and email.

Digital Permitting Services:

Submittals:

Applications

- Applications and forms can be found on the Town's website, www.kdhnc.com under the Planning Department home page: www.kdhnc.com/108/Planning-and-Inspections.
- All permit applications (Residential and Commercial) must be submitted via email to permits@kdhnc.com
- Applications, plan sets, and supporting documents will be accepted via email as **SEPARATE PDF FILES ONLY**.

PDF is the only format, in which documents will be accepted. All plan sets and supporting documents must each be submitted as a separate PDF file.

Large Files

- If your file is too large to attach via email, please send a link to your file in Dropbox. This information must be provided in the body of the email. Please only place pertinent files in Dropbox and ensure no password is required, for easy retrieval by staff.

Email Subject Line:

- **New Submittals:** Indicate "New Submittal" and scope of work (alteration, repair, new building, etc.) in the email subject line.
Example: New Submittal, Repair Deck
- **Resubmittals:** Indicate "Resubmittal" scope of work and original submittal date (alteration, repair, new building, etc.) in the email subject line.
Example: Resubmittal: Repair Deck (New Submittal 3/26/20)

Payment

- Payments will be processed through PayPal.

If you are not able to use PayPal, alternative payment options will be coordinated. However, this may delay permitting, as in person payments will need to be scheduled.

Receive, Review, Issue:

Receive

- Once a permit submission has been received, Planning Staff will respond with “Received, currently under review”. The submittal will be reviewed for compliance with all applicable regulations.

Review

- If the submission is DENIED, Planning Staff will provide written comments to the applicant for revision/resubmittal. Resubmittals shall provide written responses to the comments provided.
- If the submission is APPROVED. Planning staff will create the permit and it will be sent to the applicant via “Hellosign.”

Issue

- Documents will be sent to the applicant to read (the permit, conditions, and fees for signature.)
- The PayPal link and instructions will be provided via email, for payment.
- Applicant will sign document and make payment.
- Once the document is signed and the payment confirmed, the Building Inspector will sign, issue, and email a copy of the permit to the applicant.
- At this time, the proposed project will have an issued Building Permit and construction may commence.

Inspection Request:

- All inspection requests should be sent to permits@kdhnc.com
- The Inspector will reply to your request with a day and approximate time the inspection will be conducted.
- Inspection requests received after 2:00 p.m. will be rolled over to the next working day, in most circumstances.
- **Building inspections** will be conducted by appointment. To maintain the CDC recommendation for social distancing: The Inspector may ask before entering an occupied house if anyone in the house is ill and request that occupants leave the area that needs inspection. For new construction, Inspectors will request that workers not be in the structure at the time of inspection.
 - **HVAC Change-Out Mechanical Inspections:**
At this time, the Planning and Inspections Department will be limiting the number of HVAC change-out inspections to include unoccupied homes only. Inspections of occupied homes will be deferred to a later date. To promote safety, licensed mechanical and electrical contractors will still be required to sign off immediately upon completion of the HVAC installation. The Building Inspector will keep a log of the site address, contractor name/phone number, and date the inspection was requested. This will provide the Department with a list of homes that shall be scheduled for an inspection, once conditions allow.

If you have any questions or need further instruction please email permits@kdhnc.com or call 252-449-5318.