

Quick Reference to Town of Kill Devil Hills Residential Permitting April 2019
 Typical Information Required For Residential Permits¹

Required
If Applicable

<i>Project Description</i>	<i>Permit Required</i>	<i>Building Plans</i>	<i>Health Department Approval</i>	<i>Public Services Approval</i>	<i>Survey Required</i>	<i>Zoning Approval</i>	<i>Elevation Certificate Required</i>	<i>CAMA Permit/Exemption</i>	<i>As-Built Survey²</i>	<i>Zoning Final</i>
Siding & Roof Covering	See Note 2									
Replacing Windows & Doors (same size)	See Note 2									
Deck Repair— Rails/Floorboards/treads only	See Note 2									
New Roof over Deck (covered deck)					See Note 4					
Deck Repair Piling/Girders EXACT Footprint					See Note 4					
Replacement of Stairs EXACT Footprint					See Note 4					
New Stairs/ New Deck					See Note 5				See Note 5	
Fence					See Note 4					See Note 6
Driveways/Parking Areas/Other Impervious Surface				See note 9	See Note 5				See Note 5	
Swimming Pools/Hot Tubs					See Note 5					
Accessory Building		See Note 3			See Note 5				See Note 5	
HVAC, Plumbing, Electrical – no remodel				See Note 8						
Ramps					See Note 5				See Note 5	
Remodel Interior Only			See Note 7							
Addition within existing footprint			Heated Space only		See Note 4				See Note 5	
Addition Increasing Existing Footprint					See Note 5					
New Construction										
Piers and Dock – New or Repair										
Demolition – Complete Removal		Asbestos Report								

- Guidelines are typical requirements. Each application will be reviewed on a case-by-case bases. Building plans must be accurate, with no crossing out of walls or dimensions. Penciled in changes will not be accepted. All required material above will be required prior to issuance of a permit (no incomplete applications or partial submittals).
- Permits are required for all projects costing \$15,000 or more
- Accessory Structures greater than 12' in any dimension will require Building Plans.
- Old survey is acceptable if field verifiable otherwise current survey is required.
- Current survey with proposed site improvements and lot coverage sealed by a NC licensed professional should be used to obtain permits. If applicant draws proposed improvements on a survey for permit an as-built survey will be required prior to issuance of a certificate of Occupancy/Certificate of Compliance
- String line verification by Code Official required.
- No Health Department Approval required unless adding bedroom/No Survey/As built required unless adding a bedroom
- Public Services approval will be required for irrigation systems using municipal water supply
- If located within right-of-way