



Town of Kill Devil Hills Commercial Building Permit Application

Applicant

Name: _____

Address: _____

Phone: _____

Email: _____

Cell: _____

Property Owner

Name: _____

Address: _____

Phone: _____

Email: _____

Cell: _____

Property Location

Address: _____

Lot, Block: _____

Subdivision: _____

Pin#: _____

Zoning District: RL RH Commercial LI-1 LI-2 OIR

Total Lot Size: _____ Sq. Ft.

Disturbed Area: _____ Sq. Ft.

Contractor

Company Name: _____

License Number: _____

Name: _____

Phone: _____

Address: _____

Cell: _____

Email: _____

Construction Information New Construction Addition Repair/Replace Remodel Other: _____*Square Footage Proposed:*

Heated Space: _____ Sq. Ft.

Storage: _____ Sq. Ft.

Covered Deck(s): _____ Sq. Ft. Open Deck(s) (number of): _____

Proposed Square Footage: _____ + Existing Square Footage: _____ = _____ Total Sq. Ft.

Percent Coverage: _____ (total site: parking, sheds, walkways, patios, etc.)

of Parking Spaces: Existing: _____ Proposed: _____ Total: _____ Septic Tank Permit #: _____

Construction Type: _____

Estimated Construction Cost (including labor and materials): _____

Flood InformationFlood Zone: VE AE X

Base Flood Elevation: _____

Proposed First Floor Elevation: _____

Sq. Ft Below Base Flood Elevation: _____

Project Description

Staff Use Only:

Received By: _____ Date: _____ Fee: _____

Required Permit Information Checklist:

- Permit Application (Completed)
- Owner Authorization Form
- Survey showing the following
 - Existing and proposed improvements (fully dimensioned)
 - Parking spaces and driveway (include ADA spaces)
 - Drive aisle, fire lane, and dumpster area (if applicable)
 - Water tap location marked and signed by applicant
 - Current flood information,
 - Proposed first floor elevation
 - Existing and proposed lot coverage,
 - Building setbacks
- Health Department approval/permit
- CAMA permit (if applicable)
- Building Plans – 2 sets
 - Foundation plan
 - Elevations (all four sides)
 - Wall cross section (to scale)
 - Floor plan of all levels (to scale)
 - Overall building height
 - Window and door schedule
 - Engineer/Architects seal (must be original seal, signature and date)
- \$5,000 Surety Bond (new construction only)
- Elevation certificate if in a Special Flood Hazard Area (SFHA)
- Elevation Verification (outside SFHA)
- Non-conversion agreement (if applicable)
- Cash, check or money order for applicable fees
- Lien agent information (www.liensnc.com)

Signature of Applicant: _____

Email of Applicant: _____