

ATTACHMENT 3

1121 N. Lake Park Blvd.  
Carolina Beach, NC 28428  
Phone (910) 458-2999  
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Permit # COM22-428

Revision to # COM 21-871

TOWN OF CAROLINA BEACH  
COMMERCIAL BUILDING/ZONING PERMIT APPLICATION  
(Condos, Apartments, Commercial Structures & Associated Accessory Uses)

Applications must be printed or typewritten and have all information answered. A "to-scale" plot plan must accompany this application). Incomplete or illegible applications will not be accepted or processed.

APPLICATION is hereby made for a permit to perform the following work which will be done in accordance with the description, survey and plans submitted pursuant to the Town of Carolina Beach Zoning Ordinance, North Carolina State Building Code and all other applicable Local, State and Federal laws and regulations.

PROJECT LOCATION: 315 Carolina Beach Ave North

SECTION 1 - PROJECT INFORMATION

1) Property Owner's Information:

Name Heather Sherny Phone # 610-551-6892

Address 1708 Carolina Beach Ave North

2) Contractor's Information:

Name Chris Brand Phone # \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Contractor's License # 76836 Classification \_\_\_\_\_

3) Contact Person for the Project:

Name Heather Sherny Phone # 610-551-6892

Email Address heathersherny1@gmail.com

4) Proposed Construction (mark ALL that apply):

- ❖ Type: Single-Tenant \_\_\_ Multi-Tenant \_\_\_ Mixed Use \_\_\_ Multi-Family
- ❖ Sub-Type: New Construction \_\_\_ Renovation/Repair  Alteration/Up Fit/Addition \_\_\_ Fence \_\_\_  
Demolition \_\_\_ Accessory Structure \_\_\_ Pier \_\_\_ Retaining Wall \_\_\_ Bulkhead \_\_\_ Fill/Grade/Clear \_\_\_  
Swimming Pool \_\_\_ Crossover/Walkway \_\_\_

5) Will proposed work create a change of occupancy? Yes \_\_\_ No  N/A \_\_\_

6) Description of Proposed Construction: Adding second floor (Unit #2) to the original permit, Adding HVAC COM 21-871

Type of Construction: \_\_\_ IA \_\_\_ IB \_\_\_ IIA \_\_\_ IIB \_\_\_ IIIA \_\_\_ IIIB \_\_\_ IV \_\_\_ VA \_\_\_ VB

Occupancy: \_\_\_ A-1 \_\_\_ A-2 \_\_\_ A-3 \_\_\_ A-4 \_\_\_ A-5 \_\_\_ B \_\_\_ E \_\_\_ F-1 \_\_\_ F2  
\_\_\_ H-1 \_\_\_ H-2 \_\_\_ H-3 \_\_\_ H-4 \_\_\_ H-5 \_\_\_ I-1 \_\_\_ I2 \_\_\_ I-3 \_\_\_ I-4  
\_\_\_ M \_\_\_ R-1 \_\_\_ R-2 \_\_\_ R-3 \_\_\_ R-4 \_\_\_ S-1 \_\_\_ S-2 \_\_\_ U

Building Height: \_\_\_\_\_ stories \_\_\_\_\_ ft.

Building Area: Total \_\_\_\_\_ ft<sup>2</sup> Per floor \_\_\_\_\_ ft<sup>2</sup> Heated \_\_\_\_\_ ft<sup>2</sup> Unheated (including decks/porches) \_\_\_\_\_ ft<sup>2</sup>

TOTAL PROJECT COST (Including Plumbing, Electrical, and Mechanical): \$ 8000

**SECTION 2—LIEN AGENT (If construction costs are \$30,000 or greater)**

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to issue any permit where the project cost is \$30,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence OR the property owner has designated a lien agent and provided the inspections office with the information below:

**Lien Agent: (If Applicable)**

Name of Lien Agent \_\_\_\_\_ Phone # \_\_\_\_\_

Agent's Address \_\_\_\_\_

Agent's Email \_\_\_\_\_ Entry # \_\_\_\_\_

**SECTION 3 – WORKERS' COMPENSATION (If construction costs are \$30,000 or greater)**

Under North Carolina General Statute 87-14, any contractor intending to do work in excess of \$30,000 with three (3) or more employees or one (1) or more subcontractors not covered by their own policies, is required to have Workers' Compensation insurance. Please check the following applicable categories:

- \_\_\_\_\_ has/have three (3) or more employees and have obtained workers' compensation insurance to cover them
- \_\_\_\_\_ has/have one or more subcontractor(s) and have obtained workers' compensation insurance to cover them
- \_\_\_\_\_ has/have one or more subcontractor(s) who has/have their own policy of workers' compensation to cover themselves
- \_\_\_\_\_ has/have not more than two (2) employees and no subcontractors

It is understood that the Building Inspector may require certificates of coverage for workers, compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

**SECTION 4 – REQUIREMENTS FOR NEW CONSTRUCTION/OR USE**

- **Site Plans are needed for all new construction and additions. All site plans must include the following:**
  1. Name/address/phone of the person preparing plan
  2. Engineer's scale 1" = 40 ft or larger
  3. Title block or brief description of project including all proposed uses
  4. Date
  5. North Arrow
  6. Property and zoning boundaries
  7. Square Footage of the site
  8. Lot coverage (buildings, decks, steps)
  9. Location of all existing and proposed structures and setbacks from property lines of all affected structures to remain on site.
  10. Design of driveways and parking/loading areas with parking spaces individually numbered in sequential order
  11. Adjacent right-of-ways labeled with the street name and right-of-way width
  12. Location of all existing and/or proposed easements
  13. Any additional information as required by Town staff
  14. HVAC & anything intruding on setbacks
- **Construction cannot proceed until after the Zoning Official has approved the Foundation/Piling Survey. The Foundation/Piling Survey must include all setbacks and is required after the foundation inspection. Do NOT proceed with construction until AFTER the foundation survey has been APPROVED.**

- Drainage (water retention) arrangements (i.e., perimeter swale, berm) must be approved by the Public Works Director.
- Prior to obtaining a CO, the following actions must be completed:
  1. All driveways are to be inspected after construction by the Public Works Director (910) 458-2525.
  2. Address numbers attached to structure/dwelling.
  3. Lots must be seeded and/or sodded.
  4. An As-Built Survey for all projects (and an Elevation Certificate if located in a flood zone) prepared by a Registered Land Surveyor is to be submitted to the Town of Carolina Beach.
  5. All final inspections (i.e., mechanical, plumbing, electrical, fire, health) are to be completed & verifications received from New Hanover County Inspections Department PRIOR to scheduling the final building inspection through the Town of Carolina Beach (910)458-8238. The construction site must also be free of all debris and building materials prior to the final building inspection.

**SECTION 5 - WATER/SEWER and STORM WATER INFORMATION**

**Billing Account Information: (REQUIRED)**

Billing account will be created in Contractor's name. Contractor must sign this application.

Contractors Tax ID # \_\_\_\_\_

**Connections Requested:**

Water \_\_\_\_\_ Sewer \_\_\_\_\_ Fire/Sprinkler Tap (Min 2" Meter REQUIRED) \_\_\_\_\_ Irrigation Meter\* \_\_\_\_\_

# of Meters Requested: \_\_\_\_\_

Requested Meter Size(s) (REQUIRED - If meter size not specified, ¾ inch meter will be installed): \_\_\_\_\_

\*For Townhomes and Condos: Irrigation Account to be Managed by Owners Association? \_\_\_\_\_

**Meter Installation Information:**

Note: charges for services begin at the time of meter installation. See page 4 for more information about meter sizes and associated fees.

**SECTION 6 - SIGNATURE**

I hereby certify that I have examined this complete application and the statements therein are true and correct and that all work shall be done in accordance with the NC State Building Codes and all other applicable Local, State and Federal Laws. The Building Inspector and/or the Zoning Administrator shall be notified of any changes in the plans and specifications for this project.

Signature of legally responsible person: 

Print Name: Heather Sherry Date: 3/08/22

\*\*\* SUBMIT PERMIT INFO TO: [permits@carolinabeach.org](mailto:permits@carolinabeach.org) \*\*\*