



# 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 Information**Flood Zone:  VE  AE  X

Base Flood Elevation: \_\_\_\_\_

Proposed First Floor Elevation: \_\_\_\_\_

Sq. Ft Below Base Flood Elevation: \_\_\_\_\_

**Project Description**

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**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](http://www.liensnc.com))

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**Declaration**

Applicant:

I, (The Applicant), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Applicant is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

**Signature of Applicant:** \_\_\_\_\_

**Email of Applicant:** \_\_\_\_\_

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