



ATTENTION RESIDENTAL BUILDING PERMIT APPLICANTS

The following information is required as part of the application for a building permit for all single-family residential permits. This includes but is not limited to new construction and additions for single-family residential permits. If you do not have this information, **NO** permit process will be started for anyone!

1. **APPROVED** water/sewer application from the Town of Southern Pines Water Department or septic tank approval from Moore County, if applicable.
2. **TWO** (2) sets of building plans for the project.
3. **TWO** (2) site plans (**MUST SHOW SCALED DIMENSIONS AND SQUARE FOOTAGE OF LOT**) and **MUST** show watershed water supply designation (if in watershed district) and amount of impervious surface to be developed (not to exceed 24% impervious built upon area) per the *Southern Pines Unified Development Ordinance, Section 180.2*. If developing in a *High Quality Watershed (HQW) District*, impervious surface is limited to 12% built upon area. If you wish to exceed this requirement, you must contact Mike Lawyer *Division of Water Quality* in Fayetteville, (910-433-3300) and receive a letter of approval to attach to the application for building permit. **MUST SHOW FLOOD PLAIN DESCRIPTION ON THE SITE PLAN.**
4. **MUST** have PIN number and LRK number. **DEED BOOK and page numbers alone are not acceptable.**
5. **MUST** list all contractors and sub-contractors for the job. All contractors and subs must sign the permit or have on file signature approval for the applicant to sign for each.
6. **MUST** have soil erosion and sedimentation plans approved.
7. **MUST** obtain a *Certificate of Appropriateness* if property located in the Historic District. **Please contact Kathy Blake if you need to apply for a Certificate of Appropriateness for further information (910-692-4003).**
8. **ADDRESS** numbers for the structure may be obtained from Rachel Smith (910) 947-7142 with Moore County.
9. **APPROVED** driveway permit from the town of Southern Pines Public Works Department 692-1983 for all properties located within the city limits. The North Carolina Department of transportation will need to be contacted if the property is located on a state maintained roadway.
10. **Lien Agent** Go to liensnc.com and follow directions.