

Camden County

Single Family Dwelling - Stick Built

Contained herein are the requirements for building permit for a stick built single family dwelling.

Please note Lien Agent and Fill Permit are required. See requirements page for more information on requirements for this permit.

Please be sure to sign and date your Building Permit Application and your Fill Permit Application.

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Stick Built House

Application: 4 Page Single Family Dwelling

Obtain and Supply the Following WITH Application Forms

- Site Plan Drawing
- Building Plans
- Elevation Certificate (if in a flood zone)
- CAMA Permit (Waterfront property only)
 - Contact info for Coastal Area Management Agency:
 - Field Representative: Ed Harrell
 - 1367 US 17 South, Elizabeth City, NC, 27909
 - Phone: (252) 264-3901, Fax: (252) 264-3723
- Septic Permit (obtain from Camden County Health Department)
 - Contact info for Camden County Health Dept.:
 - Contact Person: Kevin Carver
 - P. O. Box 72, 160 US Hwy 158 East #B, Camden, NC, 27921
 - Phone: (252) 338-4460, Fax: (252) 338-4475
- All Taxes on Property Must Be Paid PRIOR to Application
- Water Tap Fee Must Be Paid (or proof of existing water tap provided) PRIOR to Application
 - For Addresses in Camden and Shiloh: Camden County Water Department
 - Contact Person: Dawn Lowry
 - 117 NC 343 North, Camden, NC, 27921
 - Phone: (252) 338-1919 x 236
 - For addresses in South Mills: South Mills Water Association
 - Contact Person: Regina Russell
 - 103 Halstead Street, South Mills, NC, 27976
 - Phone: (252) 771-5620
- **Liens NC - New Requirement as of April 1, 2013**, contractors of all new residential construction (dwellings) must apply for and obtain a lien agent (title insurance) for each individual single family dwelling project undertaken. This includes Stick Built, Modular, and Manufactured Dwellings.
 - Instructions for obtaining your lien agent may be found on the Planning Department landing page located at <http://www.camdencountync.gov/departments/planning-zoning> , scroll down until you see "New Requirements (2) For Building Permits". Liens NC is New Requirement #1.
 - PDF documents for the Instructions, pre-application worksheet, list of agents, and designation form are located just under the NC GS code as is the link to the LiensNC.com website where you will apply for your lien agent.
 - Once you have completed this process, Liens NC will present you with a page which has a square QR Code. This is the page you will print out and include a copy of with your building permit application.
- **Fill Permit - New Requirement - Fill Permit is now required for all permits wherein fill is to be placed on the subject property. Even if you are not placing fill, we must have this form on file.**
 - Fill Permit Application may be found at <http://www.camdencountync.gov/forms/planning/fillpermit.pdf>

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COUNTY OF CAMDEN, DEPARTMENT OF INSPECTIONS
Building Permit Application, Single Family Dwelling

Please read the handout(s) provided by the Planning Department for your project and initial that you have received a copy and understand the requirements.

Memos A, B, and C Initial Here: _____
Storage & Disposal, Building Code, and Inspection Information

Appendix G Initial Here: _____
Pools, Spas & Hot Tubs

Office Use Only - Do Not Write In This Area.

UDO# _____ Inspector: _____ Pin# _____ Zoning: _____
PERMIT NO.: _____ WORKERS' COMPENSATION
PERMIT ISSUED: _____ VERIFICATION: _____
JOB COMPLETED: _____ SUBMITTED: YES _____ NO _____
Construction Type: _____ WIND ZONE: 130 _____
PERMIT FEES: Building _____ Water Tap _____ Sewer Service _____
HRF FEE: \$ _____ Flood Zone: (____) Watershed?: (Yes / No) CAMA District?: (Yes / No)

GENERAL INFORMATION

Permit Type Applied For: Stick Built House Commercial Building

Occupancy Type: Single Family Two Family Multi Family Commercial Bldg

Temp Pole (Yes / No)? Yes No Building Cost (Required) \$ _____

1) **Owner Name:** _____ **Email:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **Fax:** _____

2) **Is Owner Acting As Their Own Contractor ?** Yes No

General Contractor: _____ **Email:** _____

Companyname: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **Fax:** _____

General Contractor License Number: _____

3) **Project Description:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Township: Camden Shiloh South Mills

Is this a corner lot? Yes No **Does owner own abutting property?** Yes No

Lot Width (Sqft Frontage): _____ **Lot Depth (Sqft Length):** _____ **Total Lot Sqft :** _____

Num Bldgs: _____ **Num Dwelling Units:** _____ **Num Offstreet Parking Spaces:** _____

Utilities: Water: Public - Camden County Private - Well

Sewer: Public - Camden County Private - Health Department Approval

Electric: Albemarle Electric Dominion Power

Amperage: _____ **Phase:** _____ **Voltage:** _____

Square Feet of Impervious Surfaces (Commercial Permit Only): _____

SUB-CONTRACTORS

Electrical: Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____
License Holder: _____
License#: _____ License Class: _____ License Expiration: _____

Mechanical: Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____
License Holder: _____
License#: _____ License Class: _____ License Expiration: _____

Plumbing: Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____
License Holder: _____
License#: _____ License Class: _____ License Expiration: _____

Insulation: Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____
License Holder: _____
License#: _____ License Class: _____ License Expiration: _____

Sprinkler: Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____
License Holder: _____
License#: _____ License Class: _____ License Expiration: _____

CONSTRUCTION / BUILDING DETAILS

- 1) **Number of Stories:** 1 Story 1½ Story 2 Story 3 Story
Number Bathrooms: _____ **Number Bedrooms:** _____
Type of Construction:
 Wood Frame Masonry Steel / Metal Other (Please Specify Below)
Other Type of Construction: _____
Type of Siding: Brick Veneer Vinyl / Aluminum Wood EIFS
Dimensions: Length: _____ Width: _____ Total Sqft: _____
- 2) **Foundation:** Continuous Piers Pier-Curtain Wall Slab
Trench Footing Size: _____ Wide X _____ Deep ; **Concrete Thickness:** _____ Inches
Pier Footing Size: _____ X _____ X _____ Deep ; **Concrete Thickness:** _____ Inches
Block Size: _____ X _____ X _____ ; **Cap Block Size:** _____ X _____ X _____ ;
Maximum Pier Height: _____ **Total # Rows of Piers ;** **House Width:** _____
Exterior Girder Size: _____ X _____ X _____ with a _____ Clear Span ;
Species: Southern Pine Spruce / Fir
Interior Girder Size: _____ X _____ X _____ with a _____ Clear Span ;
Species: Southern Pine Spruce / Fir
- 3) **Crawl Space:** Access Door Size _____ X _____ ; **Ground Vapor Barrier IS REQUIRED**
- 4) **Floor System:** Double Sheathing **OR** Tounge and Groove
1st Floor Joist Size _____ X _____ , _____ Inches Off Center with a _____ Clear Span
Species: Southern Pine Spruce / Fir ; **Lumber Grade:** _____
2nd Floor Joist Size _____ X _____ , _____ Inches Off Center with a _____ Clear Span
Species: Southern Pine Spruce / Fir ; **Lumber Grade:** _____
3rd Floor Joist Size _____ X _____ , _____ Inches Off Center with a _____ Clear Span
Species: Southern Pine Spruce / Fir ; **Lumber Grade:** _____
- 5) **Ceilings:** Joist Size _____ X _____ , _____ Inches Off Center with a _____ Clear Span
Species: Southern Pine Spruce / Fir ; **Lumber Grade:** _____
- 6) **Roof System:** Slope _____ / _____ , Type: Gable Hip Other
(If Other, Please Specify: _____)
Trusses: Yes No ; _____ Inches Off Center with a _____ Clear Span
Ridge Board Size: _____ X _____
Rafter Size: _____ X _____ , _____ Inches Off Center with a _____ Clear Span
Species: Southern Pine Spruce / Fir ; **Lumber Grade:** _____

NOTE: If all framing members (floor, ceiling joist and rafters) are not of the same size, then all rooms shall be listed on a separate page specifying the above framing members sizes and clear spans for each room.

CONSTRUCTION / BUILDING DETAILS (CONTINUED)

- 7) **ATTIC Area:** _____ Square Feet ; **Insulation:** Batts Blown-In
Access: Fixed Stairs Pull Down Access Hole , (_____ X _____)
Number Roof Vents: _____ with _____ Square Inches Net Free Area / Vent
Number Soffit Vents: _____ with _____ Square Inches Net Free Area / Vent
Linear Feet of Continuous Soffit Ventilation _____ , with _____ Square Inches Net Free Area
TOTAL Net Free Area of Attic Ventilation _____ Square Inches Provided
- 8) **Structural Steel I-Beam?** Yes No ; **Size:** _____ X _____ , _____ Clear Span
- 9) **Attached Garage?** Yes No **Door Width** _____ ; **Header Size** _____ , _____ X _____
Room Over Garage? Yes No ; **Proposed Use:** _____
Floor Joist Size _____ X _____ , _____ Inches Off Center with a _____ Clear Span
Species: Southern Pine Spruce / Fir ; **Lumber Grade:** _____
- 10) **Type of Heat:** _____ **Location of Unit** _____ **Number of Returns** _____
- 11) **Type of Water Heater:** Electric Gas ; **Location:** _____
- 12) **Fireplace Type:** None Masonry Pre-Fabricated
Fire Place Opening: _____ X _____ ; **Flue Liner Size:** _____ X _____
Hearth Extension: 16 Inches 20 Inches Other - Please Specify: _____
- 13) **Deck?** Yes No **Dimensions:** _____ X _____ **Height Above Grade:** _____
Girder Size: _____ X _____ X _____ with a _____ Clear Span Between Posts
Floor Joist Size: _____ X _____ , _____ Inches Off Center with a _____ Clear Span
Species: Southern Pine Spruce / Fir ; **Lumber Grade:** _____

The applicant listed below, certifies that all information in this application is correct and hereby agrees to have the subject building(s) erected or altered in accordance with the N.C. State Building Code(s) and any other applicable local code.

Signature: _____ Date: _____
(Owner / Applicant)

Reviewed By: _____ Date: _____
(Inspector)

A floor plan, with all rooms and buildings indicated, shall be drawn on a site plan and submitted for approval with this application. The site plan shall show the dimensions of the property, buildings, rooms, existing and proposed buildings with existing or proposed set backs from the property lines, off-street parking spaces and any required landscaping buffer strips when applicable. Said plan shall be neat and show accurate dimensions.

Signature Required.

Camden County Fill Permit Required

Fill Permit is REQUIRED for ALL Dwelling Types:

- Stick Built
- Modular
- Manufactured - to include singlewide, doublewide, and triplewide.

This is required REGARDLESS of whether or not you are placing any fill on the property.

If you are placing fill on the property, check the "yes" box, fill out form in its entirety, and sign and date the second page.

If you are not placing fill on the property, check the "no" box, fill out Applicant Information section, and first 4 lines of Project Information section, then sign and date the second page.

If you are placing fill, be sure to review the submittal checklist requirements on the 2nd page BEFORE you sign and submit application.

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Camden County

Fill Permit Application

Date: _____

WILL THE CONSTRUCTION REQUIRE FILL? [] YES [] NO

(If no, fill out Applicant & Project Information excluding any n/a fields. Sign & Date on back.)

Applicant Information:

Owner(s): _____

Owner Address: _____

Phone Number: _____ Email: _____

Applicant: _____

Applicant Address: _____

Phone Number: _____ Email: _____

Fax Number: _____

Project Information:

Project Name: _____

Street Address: _____
(Obtain from GIS at 252-338-1919)

Parcel Id Number: _____

Total Tract Acreage: _____ square feet

Total Area of Land Disturbance: _____ square feet

Total area of land disturbance is greater than 43,560 square feet; state permits required.

Maximum height of fill: _____ feet

Fill shall not exceed 24 inches for the septic area and 36 inches for house pad. Fill is defined as any material placed or graded on a lot where the material has the effect of increasing the elevation of any portion of the lot.

Description of Land Disturbance Activities: _____

Fill Permit Required regardless of whether or not fill is being placed.

Submittal Checklist Requirements:

1. Two blue line or black and white paper prints of the land disturbance plan.
2. Fill permits application fee \$50.00.
3. A copy of the Albemarle Regional Health Services site evaluation for a septic system.
4. A copy of the North Carolina Division of Water Quality certification to fill any 401 wetlands.
5. A copy of the US Army Corps of Engineers permit to fill any 404 wetlands.
6. The stormwater management plan, prepared by a North Carolina licensed professional engineer, licensed surveyor or landscape architect, shall include, but not limited to, the following information:
 - Architectural and engineering drawings, maps, assumptions, calculations, and narrative statements as needed to adequately describe the proposed development of the property and the measures planned to comply with the requirements of the county ordinance.
 - Adjacent property grades (i.e. the highest grade measured within thirty-feet from the subject property lines into the adjoining lots).
 - Approximate depth of seasonal high water table.
 - Existing elevations sufficient to determine the drainage patterns on-site and on adjoining sites (i.e. contours in one foot intervals).
 - Locations and elevations of the adjoining street pavement, shoulder ditches, drainage systems, upstream and downstream driveway culverts.
 - Proposed elevations of the top of bank, toe of slope and limits for fill necessary to construct the dwelling, including driveway access, shall be delineated. **No fill/grading shall occur within 10 feet of any property line except for driveway improvements allowed by the UDO.**
 - Proposed stormwater management improvements; including methods for stabilization and maintenance. **At a minimum, property line swales shall be installed 12 inches deep and 3:1 slope.**
 - Location of proposed improvements including septic systems.
 - Flood zone designation, special flood hazard area, and boundary of any floodway of the proposed development area as determined on the FIRM or other flood map.
 - Detention shall be provided for a four inch rainfall event from all impervious surfaces. Drainage area shall include all built-upon area on the subject lot and any runoff received from built-upon areas within 30 feet of the subject property line. All runoff from built-upon area must be directed into the stormwater management system.
 - An operation and maintenance plan, including sediment removal, mowing and revegetation, immediate repair of erosion, debris removal, and unclogging of any structures.
 - Certification of Stormwater Management (**certification must be on the site plan**):

On the site plan entitled _____, stormwater drainage improvements shall be installed according to these plans and specifications and approved by Camden County. Camden County assumes no responsibility for the design, maintenance or the guaranteed performance of the stormwater drainage improvements.

Engineer/Surveyor/Architect Date

The undersigned hereby agrees to conform to all county regulations, applicable state laws and the conditions of the fill permit. The undersigned further states that all information given herein is true and, authorize county staff to enter onto the property to ensure all applicable rules and regulations will be met. Compliance with restrictive covenants is the responsibility of the property owner which may or may not be more restrictive than the conditions of any permit approvals.

I hereby certify that I, the owner of the property, shown hereon will guarantee the maintenance of the stormwater conveyance measures shown on the approved plan as designed. Maintenance shall include, but not limited to, the following: removal of all sediment and debris to maintain intended grade and storage capacity and mowing and revegetation to control erosion and clogging. The immediate repair of erosion and the unclogging of any structures are necessary to maintain the intent of designed swales.

Property Owner Date Agent/Applicant Date

Application submittals shall be filed with Camden County Planning Department located at 117 NC Hwy 343 or by mail at P. O. Box 190, Camden, NC, 27921.

Received by: _____	Date Received: _____
Permit Application Fee: _____	Reviewed by: _____
Plan Date (with revisions): _____	Approved by: _____

An appropriate signature is required.

Appoint A Lien Agent

Required by the State of NC as of April 1, 2013

Required for All Dwelling Types:

- *Stick Built*
- *Modular*
- *Manufactured - Single, Double, Triple Wide*

Please **READ** the instructions on the next 2 pages prior to applying for your LiensNC. The worksheet is not your LiensNC, it is a worksheet for you to gather all your information on so you will have it at your fingertips when you go online to apply for your LiensNC. Also, your receipt for applying for your LiensNC is not your LiensNC documentation.

The form you will turn in as proof of Lien Agent Appointment should have a QR Code on it similar to this:



Also, your form should have an "entry number" located on it. If it does not have an entry number and QR code, it is not the correct form.

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TO APPOINT A LIEN AGENT, YOU WILL NEED TO KNOW THE FOLLOWING:

- Property Type:
 - 1-2 Family Dwelling = Single Family Dwelling, Modular, Single-Double-Triple Wide
 - Other = Apartment Building / Multi Unit Condominium
- Owner Information:
 - Required
 - Name (First and Last)
 - Address (Street (not PO box, not construction address), City, State, Zip) - Where owner currently resides.
 - Phone number
 - Optional
 - Email Address
- Contractor Information:
 - Required
 - Name (First and Last)
 - Address (Street (not PO box, not construction address), City, State, Zip) - Where owner currently resides.
 - Phone number
 - Optional
 - Email Address
- Project Property Information:
 - At Least One of the Following is Required:
 - Tax Map, Block, and Lot of property (available from tax card, call Camden Tax Department 338-1919 x 226.)
 - Other Legal Description (available from tax card, call Camden Tax Department 338-1919 x 226.)
 - Required
 - Street Address
 - City, State, Zip
 - Tax Parcel ID (available from tax card, call Camden Tax Department 338-1919 x 226.)
- Pre-Permit Workers
 - ANY contractor who has performed ANY service in relation to the project prior to the application for Lien Agent
 - ANY design professional who has supplied information in relation to the project. Such as Architects, Landscape Architect, Surveyor, Engineer, etc. (i.e. engineer/architect who furnished plans, landscaping company, surveyor, etc.)
 - ANY contractors or sub-contractors who will be furnishing services in relation to the project.
 - You will be required to know who your subcontractors will be ahead of time, and must supply that information. **Once filed, you cannot change subcontractors listed with LiensNC. Please know which subcontractors you will use and stick with them.**
 - If there are no pre-permit workers, select 'None' when you get to that point in the Lien Agent application process.

- Date of First Furnishing
 - Date that first improvements (such as landscaping, etc) or materials (such as building materials, etc) are furnished to the site.
- Email addresses for Filing Notification Alerts to be sent to
 - Any time anyone files a claim against this property, an email will be sent to the email addresses you provide here. This should be email addresses of owner, contractor, and any other interested parties.

Once your application for appointment of Lien Agent is filed and a Lien Agent appointed, you cannot edit the information submitted. Again, please know which contractors and sub-contractors you will be using prior to submitting any applications, and if at all possible *stick with them*. You will be unable to change your selection of contractors and sub-contractors in the LiensNC system. Please do not put a contractor or sub-contractor on an application just to have someone down, we ask that you know who your contractors / sub-contractors will be and, again, if at all possible *please stick with them*. We will still require a Trade Affidavit form for each Sub-Contractor prior to the work being performed by them.

Once you have gathered all the information mentioned above (use attached worksheet), go to <http://www.liensnc.com> and log in to the system (or sign up if you do not yet have an account).

Once you have logged in, click the button that says "Appointment of Lien Agent".

Select a Lien Agent company from the drop down box, does not matter which one.

Fill in the online forms with the information you have gathered. Once finished, click "Continue", then Review & Submit your Appointment. Make sure everything has been entered correctly, *you will be unable to edit any information once you have submitted your appointment*.

Click the Pay Now button to pay for your appointment(s). You will need to have a valid credit card. Enter your payment information carefully as they do not give refunds.

Click the Pay Later button if you have additional properties for which to appoint lien agents. Clicking Pay Later adds the current lien agent appointment application to your cart, and takes you to your cart so you can pay for select appointments or pay for them all at once. *Note: unpaid filings are not entered into the system until they are paid for.*

Once you have entered your payment, you must *MUST* click the 'Continue' button after the transaction is processed in order for your filing to be successfully submitted.

Once your appointment is successfully submitted, you are required to post the project details at the job site. A notice of the Appointment details will be sent to the email addresses provided in the Filing Notification Alerts section you listed on the Appointment of Lien Agent filing.

Use the attached Lien Agent Form to specify the project address and Lien Agent appointed for your project. This form *MUST* be turned in to the Building Permit Office with your permit application. Please print the specified information legibly so that it may be read. Thank you.

LIEN AGENT PRE-APPOINTMENT WORKSHEET

PROPERTY TYPE (Required):

1-2 Family Dwelling Other

OWNER INFORMATION (* = Required Information)

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

CONTRACTOR INFORMATION (* = Required Information)

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

PROJECT (PROPERTY) INFORMATION (* = Required)

*Tax Map, Block, and Lot of Property (Get from Tax Office): _____

*Other Legal Description (Get from Tax Office): _____

*Project Street Address: _____

*City: _____ *State: _____ *Zip: _____

*Parcel ID Number (Get from Tax Office): _____

PRE-PERMIT WORKERS (* = Required)

General Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Land Surveyor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Architect:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Engineer:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

DATE OF FIRST FURNISHING:

Date that first improvements (such as landscaping) or building materials are furnished to site

Date of First Furnishing: _____

FILING NOTIFICATION ALERT EMAIL ADDRESSES:

Email addresses used to notify owner, contractor, and any other interested parties of any claims against the property. (Not sure how many interested parties you may specify, 3 blanks are provided in this worksheet.)

Owner Email: _____

Contractor Email: _____

Interested Party #1 _____

Interested Party #2 _____

Interested Party #3 _____

Current Lien Agents registered with LiensNC:

Chicago Title Company, LLC
Fidelity National Title Company, LLC
Investors Title Insurance Company
Stewart Title Guaranty Company
First American Title Insurance Company
Old Republic National Title Insurance Company
North American Title Insurance Company
WFG National Title Insurance Company
Premier Land Title Insurance Company

The above companies are registered as C/O LiensNC, therefore the Physical and Mailing Addresses, as well as Phone, Fax, Email, and Web Address are the same as the LiensNC organization.

Physical & Mailing Address are both:

[19 West Hargett Street, Suite 507, Raleigh, NC, 27601](#)

Phone: [888-690-7384](tel:888-690-7384)

Fax: [919-489-5231](tel:919-489-5231)

Email: support@liensnc.com

Web Address: <http://liensnc.com>

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BOARD OF COMMISSIONERS

GARRY W. MEIGGS
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P. MICHAEL MCLAIN
Vice Chairman

SANDRA J. DUCKWALL
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Camden County
NEW ENERGY. NEW VISION.

MICHAEL RENSHAW
County Manager

ASHLEY HONAKER
Clerk to the Board

JOHN S. MORRISON
County Attorney

LIEN AGENT INFORMATION

Effective April 1, 2013

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:

Note: Mailing address, Physical address, Telephone, Fax, and Email are the same for all lien agents as when they register with LiensNC the addresses are C/O LiensNC... therefore this information is filled in for you.

Project Address: _____

Name of Lien Agent: _____

Mailing address of Agent 19 West Hargett Street, Raleigh, NC, 27601

Physical address of Agent 19 West Hargett Street, Raleigh, NC, 27601

Telephone: 888-690-7384 Fax: 919-489-5231

Email address of Agent support@liensnc.com

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

Excerpt from North Carolina G.S. 160A-417: "(Effective April 1, 2013") No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued."

Office Use Only:

UDO # _____ Date Submitted: _____

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Memos A, B, C

- A. Storage & Disposal
- B. Code Enforcement (Building, Flood, etc.)
- C. Inspections

This information is for your reference and does not need to be turned in with your application.

Revision Date: 2/5/2018
Camden County Planning Department

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CAMDEN COUNTY PLANNING DEPARTMENT
INSPECTIONS SECTION 252-338-1919 X 227

Memo A

To: Camden County Homebuilders
From: Dan Porter, Director of Planning
CC: Planning Staff
Date: January 26, 2011 (Revised February 5, 2018)
Re: Construction Sites & Inspections (Memo's A, B, and C)



On April 3, 2006 the Camden County Board of Commissioners amended Chapter 51 of the Camden County Code of Ordinances to require that containers for construction debris be placed at each construction site, and the work site to be clear of debris at the end of each work day.

The code now reads as follows:

§ 51.03 STORAGE AND DISPOSAL.

(K) *All construction sites shall have an approved construction debris container on site, with a means of covering openings to keep debris from falling or blowing out of container. All construction debris shall be placed in container at the end of each work day. Construction waste must be disposed of at disposal sites approved and permitted by the Department.*

§ 51.99 PENALTY.

- (A) *Any person violating this chapter shall be guilty of a misdemeanor punishable by a fine of not to exceed \$500 or imprisonment for not more than 30 days, or both. Each day's violation shall be treated as a separate offense.*
- (B) *Any person who is found in violation of this chapter shall be subject to a civil penalty of not to exceed \$500, as provided in G.S. § 153A-123. Each day's violation shall be treated as a separate offense.*
- (C) *This chapter may be enforced by equitable remedies and any unlawful condition existing or in violation of this chapter may be enforced by injunction and order of abatement in accordance with G.S. § 153A-123.*

County Building Inspectors began enforcing this requirement May 1, 2006. Some leeway may be granted in cases where 2 adjacent houses are being constructed simultaneously and sharing a large container.

Please help us keep Camden County clean by keeping up your worksites, especially of debris subject to be blown around in the wind.

Thank you very much.

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CAMDEN COUNTY PLANNING DEPARTMENT
INSPECTIONS SECTION 252-338-1919 X 227

Memo B

August 16, 2004 (Revised February 5, 2018)
Camden County Building Code Enforcement



As of this date, No C/O's, or Conditional C/O's will be issued for dwellings that do not have the final grade established, and proper drainage away from the dwelling, being 6" in the first ten (10) feet away from the house.

Annular spaces around pipes, electric cables, conduits or other openings in the walls, foundation, and exterior shall be protected against the passage of rodents by closing such opening with cement mortar, concrete masonry, silicone caulking or noncorrosive metal.

Property located within the 100 year flood zone in accordance with the applicable Flood Insurance Rate Map, there shall be three elevation certificates required: 1) Construction Drawing (at building permit application); 2) Building Under Construction (within 10 days of box/framing inspection); 3) Finished Construction (due at Final Inspection).

Flood vents shall be permanently left open, have a net free area of 1 square inch per square foot (i.e. foundation 2000 sf will require 2000 square inches of vent space). Flood vents shall not exceed 1 foot above adjacent grade and be located on exterior walls.

Foundation vents shall be within 3 foot of each corner

No corner wall, at a window or door or garage door will be less than 24 wide.

A ladder must be on site for the framing inspection and if courtesy nailing is requested.

A ladder must be on site for the Final inspection that will give us access to the attic.

All areas inside the footing/foundation area shall have the top surface scrapped to remove all vegetation and organic material (R408.9) prior to the footing being dug. Visible vegetation at the footing inspection will be cause for inspection failure.

Plans are used for pricing of permits only, and are **not** approved by this office, any and all items found during the construction process that do not conform the NC Building Code will be required to be brought to minimum Code.

SITE CARD AND PERMIT MUST BE ON SITE IN A SITE BOX

PORTA-POTTY WILL BE ON SITE BEFORE 1ST INSPECTION

TRASH CONTAINER ON SITE

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CAMDEN COUNTY PLANNING DEPARTMENT
INSPECTIONS SECTION 252-338-1919 X 227

Memo C (Page 1 of 3)

CAMDEN COUNTY REQUIRED INSPECTIONS INFORMATION

PERMIT MUST BE POSTED ON SITE

SITE CARD MUST BE PRESENT & IN SITE BOX

August 16, 2004 (Revised February 5, 2018)
Camden County Building Code Enforcement



PERMIT MUST BE POSTED ON SITE & SITE CARD MUST BE AVAILABLE FOR INSPECTOR PRIOR TO EACH INSPECTION (Site card lists more than the required inspections). DO NOT CONCEAL ANY WORK OR PROCEED TO THE NEXT STATE OF WORK WITHOUT THE BUILDING INSPECTOR'S APPROVAL IN BOTH WRITTEN AND VERBAL COMMUNICATIONS. FAILURE TO REQUEST AN INSPECTION AT THE PROPER TIME CAN RESULT IN THE ISSUANCE OF A STOP WORK ORDER AND/OR AN ORDER THAT CONCEALED WORK BE EXPOSED FOR INSPECTIONS.

Inspection Requests. It shall be the duty of the permit holder or his or her agent to notify the code enforcement official when work is ready for inspection and to provide access to and means for inspection of the work for any inspections that are required by this code.

Note: The code enforcement official makes these inspections during certain phases of construction and is not on site at all times when construction is in progress. The code official verifies code compliance and/or code defects visible and subject to discovery during the below listed inspections and spot checks numerous similar items. Nothing in the NC Administrative Code is intended to prevent partial inspections of the inspection types listed in Section 107.1 "General" as requested by the permit holder as allowed by the local inspection department. Cumulative partial inspections approved by the code official shall satisfy the same degree of readiness for inspection for viewing as described in Sections 107.1.1 through 107.1.8 of the NC Administrative Code. Not all items, such as, but not limited to, nailing of roof or other sheathing material, are always visible at framing inspection, but remain the responsibility of the permit holder to comply with the code.

- 1. Footing inspection.** Footing inspections shall be made after the trenches are excavated, all grade stakes are installed, all reinforcing steel and supports are in place and appropriately tied, all necessary forms are in place and braced and before any concrete is placed.
- 2. Under-slab inspection, as appropriate.** Under-slab inspections, as appropriate, shall be made after all materials and equipment to be concealed by the concrete slab are completed.
- 3. Foundation inspection, crawl space.** Foundation and crawl space inspections shall be made after all foundation supports are installed. This inspection is to check foundation supports, crawl space leveling, ground clearances and positive drainage when required.

Note: Foundation inspections are conducted to verify correct installation and proper bearing support. Poured concrete and masonry walls that have reinforcement steel should be inspected prior to concrete placement. Crawl space leveling, ground clearances, positive drainage and waterproofing / damp-proofing, when required, may be inspected at future inspections prior to concealment.

Memo C (Page 2 of 3)

CAMDEN COUNTY REQUIRED INSPECTIONS INFORMATION
PERMIT MUST BE POSTED ON SITE
SITE CARD MUST BE PRESENT & IN SITE BOX



Courtesy Inspection #A - Floor Box Inspection - Recommended Courtesy Inspection.

Floor box; joists and girders; call before covering, elevation certificate required if in a Flood Zone (AE), within 10 days of inspection. Crawl space fill will be inspected at this time to ensure proper height for clearance and final grade. **Elevation certificate required if in a Flood Zone, within 10 days of framing inspection.**

Courtesy Inspection #B - Nailing - Recommended Courtesy Inspection.

This is a convenient point to inspect the required high wind nailing patterns if the contractor does not wish to wait until the framing inspection. NCDOT states *“it is our opinion that in high wind zones the house wrap (exterior water-resistant barrier) not be in place until the framing has been approved. The framing inspection includes bracing and is the lateral strength of the nailing pattern on the 7/16" OSB sheathing that 99% of homes are being built. If the OSB is not secured, then the inspector can fail the framing and ask to see the nailing pattern so that the bracing requirement will be met to approve the building framing inspection.”*

4. **Rough-in inspection.** Rough-in inspections shall be made when all building framing and parts of the electrical, plumbing, fire protection, gas, or heating-ventilation or cooling system that will be hidden from view in the finished building have been placed but before any wall, ceiling finish or building insulation is installed.

Note: Plumbing, mechanical, and electrical components installed underground should be considered as rough-in inspections and may be inspected at any point during construction prior to covering.

5. **Building framing inspection.** Framing inspections shall be made after the roof, excluding permanent roof covering, wall ceiling and floor framing is complete with appropriate blocking, bracing and fire-stopping in place. You must have a ladder on site. The following items shall be in place and visible for inspection:

1. Pipes;
2. Chimneys and vents;
3. Flashing for roofs, chimneys and wall openings;
4. Insulation baffles; and
5. All lintels that are required to be bolted to the framing for support shall not be covered by any exterior or interior wall or ceiling finish material before approval. Work may continue without approval for lintels supported on masonry or concrete.

Note: Intent of this section is to identify a building's level of readiness and what can be visible at this stage of construction. This stage of construction is intended to review structural components. The permanent roof covering may or may not be installed prior to framing inspection. The following items should be in place and visible for inspection: pipes, chimneys and vents, flashing, and required exterior water-resistant barriers.

6. High wind nailing patterns. (Refer to courtesy inspection if contractor wishes to install house wrap prior to framing inspection)

CAMDEN COUNTY PLANNING DEPARTMENT
INSPECTIONS SECTION 252-338-1919 X 227

Memo C (Page 3 of 3)

CAMDEN COUNTY REQUIRED INSPECTIONS INFORMATION

PERMIT MUST BE POSTED ON SITE
SITE CARD MUST BE PRESENT & IN SITE BOX



6. **Insulation inspection.** Insulation inspections shall be made after an approved building framing and rough-in inspection and after the permanent roof covering is installed, with all insulation and vapor retarders in place, but before any wall or ceiling covering is applied.

Note: Insulation baffles that cannot be seen at this inspection, such as vaulted ceilings with concealed rafter cavities, should have baffles installed at rough in or framing inspection for verification.

7. **Fire protection inspection (generally not applicable to residential projects).** Fire protection inspections shall be made in all buildings where any material is used for fire protection purposes. The permit holder or his agent shall notify the inspection department after all fire protection materials are in place. Fire protection materials shall not be concealed until inspected and approved by the code enforcement official.

8. **Final inspection.** Final inspections shall be made for each trade after completion of the work authorized under the technical codes. **Final Elevation Certification due.** You must have a ladder on site.

Note: Each trade shall complete a final inspection giving approval to permitted work. Work required by the technical codes shall be complete before being requested. Temporary power requests are allowed prior to final inspection.

Negligence fees will be charged for (1) beginning work without a permit, (2) work that has been covered but not approved, (repeated errors of the same nature).

- Negligence Fee \$100.00
- Re-inspection Fee \$100.00

***** ALL METAL DUCT WORK SHALL BE INSPECTED FOR PROPER SEALING PRIOR TO INSTALLATION OF INSULATION *****

***** INSPECTION RESULTS WILL BE MARKED ON THE SITE CARD AND/OR AN INSPECTION REPORT, WE WILL NOT CALL YOU WITH RESULTS *****

***** PORTA-POTTY REQUIRED ON SITE BEFORE THE 1ST INSPECTION, NO FACILITIES - NO INSPECTION *****

***** ALL WATER HEATERS INSTALLED IN GARAGES ARE REQUIRED TO BE ELEVATED 18" ABOVE THE FLOOR, AS WELL AS PROTECTED FROM IMPACT *****

***** 4" HOUSE NUMBERS ON CONTRASTING BACKGROUND MUST BE INSTALLED ON THE HOUSE. IF NOT VISIBLE FROM THE ROAD, NUMBERS SHALL ALSO BE INSTALLED ON MAILBOX, POST, OR MONUMENT. *****

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Culvert & Ditch Certification

Required for those properties which have drainage ditches in front of the property over which vehicles must cross in order to access property.

Required BEFORE Certificate of Occupancy can be issued.

Revision Date: 1/23/2017
Camden County Planning Department

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Camden County Culvert Installation and Ditch Certification

In accordance with grades and culvert inverts as indicated on the approved grading/ drainage plan for _____ Subdivision, a _____* inch diameter culvert, constructed of _____** material, has been installed at lot _____. (Invert in = _____; Invert out = _____)

The ditch section fronting this property is in accordance with approved grading plan. **(If the ditch section is not in conformity with the approved grading plan it shall be restored to the original design grades.)**

* Culvert to be sized by the licensed surveyor/ civil engineer, minimum 15" diameter.

** Culvert material to be HDPE, corrugated metal or reinforced concrete.

If there is no approved grading/ drainage plan, the culvert shall be certified as being on grade with the existing roadside ditch as verified by upstream and downstream culvert invert elevations.

(If there is no approved grading plan, the ditch section shall be restored to original pre-construction)

Date: _____

Building Permit No: _____

Owner/Contractor: _____

Street Address: _____

I hereby certify that the information on this certificate is accurate and represents my best efforts to interpret the Certified Drainage Plan noted above. I understand that the intent of this certificate is to provide for proper storm water drainage.

Registered Land Surveyor/ Civil Engineer

License Number & Seal

Address

City

State

Zip

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Additional Forms Required

- Appendix R-1 Energy Efficiency Certificate
 - From 2018 NC Residential Code, Pg R-37
- Appendix E-3A Air Sealing: Visual Inspection Option
 - From 2018 NC Residential Code, Pg 641
- Appendix E Duct Sealing: Duct Air Leakage Test
 - From 2018 NC Residential Code, Pg 650

These are required prior to issuance of Certificate of Occupancy.

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Appendix R1

RESIDENTIAL REQUIREMENTS

(Appendix exclusive to the State of North Carolina)

Appendix R1.1 Energy Efficiency Certificate (Section R401.3)

**TABLE R401.3
ENERGY EFFICIENCY CERTIFICATE**

Builder, Permit Holder or Registered Design Professional	
Print Name: _____	
Signature: _____	
Property Address:	
Date:	
Insulation Rating - List the value covering largest area to all that apply	R-Value
Ceiling/roof:	R-
Wall:	R-
Floor:	R-
Closed Crawl Space Wall:	R-
Closed Crawl Space Floor:	R-
Slab:	R-
Basement Wall:	R-
Fenestration:	
U-Factor	
Solar Heat Gain Coefficient (SHGC)	
Building Air Leakage	
<input type="checkbox"/> Visually inspected according to R402.4.2.1 OR <input type="checkbox"/> Building Air Leakage Test Results (Sec. R402.4.2.2) ACH50 [Target: 5.0] or CFM50/SFSA [Target: 0.30]	
Name of Tester / Company:	
Date:	Phone:
Ducts:	
Insulation	R-
Total Duct Leakage Test Result (Sect. R403.3.3)	
Check One (Total duct leakage test)	
<input type="checkbox"/> (CFM25 Total/100SF) [Target: 5] <input type="checkbox"/> (CFM25 Total/100SF) [Target: 4]	
Name of Tester / Company:	
Date:	Phone:
Certificate to be displayed permanently	

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APPENDIX E-3: SAMPLE WORKSHEETS FOR RESIDENTIAL AIR AND DUCT LEAKAGE TESTING

APPENDIX E-3A: Air sealing: Visual inspection option (Section N1102.4.2.1)

Sample Worksheet

N1102.4.2 Air sealing. Building envelope air tightness shall be demonstrated by Section N1102.4.2.1 or N1102.4.2.2.

N1102.4.2.1 Visual inspection option. Building envelope tightness shall be considered acceptable when items providing insulation enclosure in Section N1102.2.14 and enclosure and

air sealing in Section N1102.2.15 and air sealing in Section N1102.4.1 are addressed and when the items listed in Table N1102.4.2, applicable to the method of construction, are certified by the builder, permit holder or *registered design professional* via the certificate in Appendix E-1

TABLE N1102.4.2
AIR BARRIER INSPECTION

COMPONENT	CRITERIA
Ceiling/attic	<p>Sealants or gaskets provide a continuous air barrier system joining the top plate of framed walls with either the ceiling drywall or the top edge of wall drywall to prevent air leakage.</p> <p>Top plate penetrations are sealed.</p> <p>For ceiling finishes that are not air barrier systems such as tongue-and-groove planks, air barrier systems, (for example, taped house wrap), shall be used above the finish.</p> <p>Note: It is acceptable that sealants or gaskets applied as part of the application of the drywall will not be observable by the code official.</p>
Walls	Sill plate is gasketed or sealed to subfloor or slab.
Windows and doors	Space between window and exterior door jambs and framing is sealed.
Floors (including above-garage and cantilevered floors)	Air barrier system is installed at any exposed edge of insulation.
Penetrations	Utility penetrations through the building thermal envelope, including those for plumbing, electrical wiring, ductwork, security and fire alarm wiring, and control wiring, shall be sealed.
Garage separation	Air sealing is provided between the garage and conditioned spaces. An air barrier system shall be installed between the ceiling system above the garage and the ceiling system of interior spaces.
Ceiling penetrations	<p>Ceiling electrical box penetrations and ceiling mechanical box penetrations shall be caulked, gasketed, or sealed at the penetration of the ceiling finish. See Appendix E-2.4.</p> <p>Exception: Ceiling electrical boxes and ceiling mechanical boxes not penetrating the building thermal envelope.</p>
Recessed lighting	<p>Recessed light fixtures are air tight, IC rated, and sealed to drywall.</p> <p>Exception - fixtures not penetrating the building envelope.</p>

Property Address:

N1102.4.2.1 Visual Inspection Option. The inspection information including tester name, date, and contact shall be included on the certificate described in Section N1101.14.

Signature

Date

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APPENDIX E

Complete one duct leakage report for each HVAC system serving the home:

Property Address: _____

HVAC System Number: _____ Describe area of home served: _____

CFM25 Total: _____. Conditioned Floor Area (CFA) served by system: _____ s.f.

CFM25 x 100 divided by CFA = _____ CFM25/100SF (e.g. 50 CFM25 x 100/2,000 CFA = 2.5 CFM25/100SF)

Fan attachment location: _____

Company Name: _____

Contact Information: _____

Signature of Tester

Date

I am a (check one):

- | | |
|---|-----------------------|
| <input type="checkbox"/> Permit Holder | Permit # _____ |
| <input type="checkbox"/> NC Licensed General Contractor | License # _____ |
| <input type="checkbox"/> NC Licensed HVAC Contractor | License # _____ |
| <input type="checkbox"/> NC Licensed Home Inspector | License # _____ |
| <input type="checkbox"/> <i>Registered Design Professional</i> | Registration # _____ |
| <input type="checkbox"/> <i>Certified BPI Envelope Professional</i> | Certification # _____ |
| <input type="checkbox"/> <i>Certified HERS Rater</i> | Certification # _____ |

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