



Addition, Alteration, or New Construction Residential

Fee: \$175 – Alteration/Addition

Fee: \$330 - New

(Revised 09/2019)

<input type="checkbox"/> Residential Addition	<input type="checkbox"/> Residential Alteration	<input type="checkbox"/> Residential New
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Permit Information

Requirements for Residential Additions, Alterations, and New Construction are described in Appendix B of the Pinehurst Development Ordinance (PDO) and Engineering and Standards Manual.

This application must be completed in full and submitted with the associated fee listed in the Village’s Fees and Charges Schedule, which can be accessed at www.vopnc.org/Home/ShowDocument?id=10100. Additional inspection fees will apply.

Intake Information

Property Address	
Street Address	
City, State, Zip Code	
Parcel ID #	

Owner Information			
Name		Home Phone #	
Street Address		Mobile Phone #	
City, State, Zip Code		Business Phone #	
Email			

Licensed Professionals		
License #s must include all letters and numbers as filed with the NC Licensing Board. If work is under \$30,000 and a general contractor will not perform the work, enter applicant information in General Contractor fields and applicant phone # as the License #.		
	General Contractor (Required)	Mechanical
License #		
Name		
Street Address		
City, State, Zip		
Phone #		
Email		



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Licensed Professionals		
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	Plumbing	Electrical
License #		
Name		
Street Address		
City, State, Zip		
Phone#		
Email		

Applicant			
Name		Other Phone #	
Email		Street Address	
Mobile Phone #		City, State, Zip Code	

General Information

Description of Work			
Job Cost		Lien Waiver Number	
Total Square Feet		Heated Square Feet	
Existing Floor Area		New Floor Area	
Building Height		Number of Stories	
Basement	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Sprinklers	<input type="checkbox"/> Yes <input type="checkbox"/> No

Site Information

Total Square Footage of Lot		Total Square Footage of Disturbed Area	
Impervious Surface % - Existing		Impervious Surface % - Proposed	
Water Provider		Sewer Provider	
Red Cockaded Woodpecker On Site	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, requires US Fish and Wildlife Approval)		



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Located in Flood Zone Yes No (If yes, requires a Floodplain Development Permit)

Location Information

Zoning District _____
Overlay District Historic Preservation Overlay District N/A
 Pinehurst South Overlay District

Required Documents (See Appendix B of the PDO for New Residential Construction Requirements)

Site Plan/Topographic Survey * Elevation Drawings *
 Floor Plans * Truss System *
 Affidavit of Worker’s Compensation * Landscaping Plan *
 Roof Framing Plan *
 Application for Building Permit to an Unlicensed Individual (If owner is acting as general contractor)
Note: The following surveys are also required as construction work progresses for Additions and New Construction in order to receive a Certificate of Occupancy:
1. Foundation Survey
2. Final Survey

*Required for all Residential New Construction

Additional Village Permits (As Applicable) - Must accompany this permit with the applicable fee

Driveway Permit *
 Grading/Clearing Permit *
 Floodplain Development Permit - If located in a Flood Zone
 Certificate of Appropriateness (COA) – If located in the Historic Preservation Overlay District
 Fence, Wall, or Column Permit
 Propane Tank Permit

*Required for all Residential New Construction

Other Agency Permits/Approvals (As Applicable) - Per Section 4.2.6 of PDO

Erosion Control Plan (State of North Carolina) Septic Tank/Well Permit (Moore County)
 Driveway Permit – State Roads (NCDOT) US Fish and Wildlife Approval
 Right of Way Encroachment Other

Notice to Applicant

I hereby certify that the information contained in this application is accurate and complete. I also confirm that I have read and understand the requirements that must be met in order to receive this permit.

Applicant Signature: _____ Date: _____