

# PERMIT GUIDE FOR Single Family New Construction



## Overview

This guide was developed to provide applicants with additional guidance during the application process to obtain a development permit for a new Single Family Residential development. The steps on the following pages should help to expedite the review and approval of a submitted application.

Homeowners or contractors (with the permission of the homeowner) can submit the required application documents. Professionally drawn site plans, surveys, and construction plans are required. Plans must be submitted in a PDF format and please make sure all plans are legible and drawn to scale.

### Fees

The application fee for a single family permit can be found on the Village of Pinehurst Fee Schedule, is auto-calculated when applying online, or can be obtained by calling the Planning Department.

### What is Single Family Development?

Construction of dwellings regulated by the NC One or Two Family Building Code.

### Application Requirements

All plans must meet the Pinehurst Development Ordinance Requirements and NC Building Code Requirements.

- |  |   |
|--|---|
| <input type="checkbox"/> Completed application   | <input type="checkbox"/> Landscaping Plan (in accordance with PDO Section 9.16.13)  |
| <input type="checkbox"/> Permit Fees (see fee schedule)  | <input type="checkbox"/> Roofing and Framing Plan   |
| <input type="checkbox"/> Surveyed Site Plan with contour lines and finished floor elevation(s) | <input type="checkbox"/> Application for Building Permit to an Unlicensed Individual (if owner is acting as the general contractor) |
| <input type="checkbox"/> Elevation Drawings  | <input type="checkbox"/> Affidavit of Workers Compensation  |
| <input type="checkbox"/> Truss System Calculations   |   |

Any additional applicable permits:

- |  |   |
|--|---|
| <input type="checkbox"/> Floodplain development permit | <input type="checkbox"/> Propane tank permit            |
| <input type="checkbox"/> Driveway permit               | <input type="checkbox"/> Certificate of Appropriateness |
| <input type="checkbox"/> Fence permit                  |   |

## Process

Other agency/jurisdiction permits and approvals:

- |   |   |
|---|---|
| <input type="checkbox"/> Erosion Control Plan (State of NC DEQ) | <input type="checkbox"/> USFW Red Cockaded Wood Pecker Letter |
| <input type="checkbox"/> Septic Tank/Well Permit (Moore County) | <input type="checkbox"/> Driveway Permit – State Road         |
| <input type="checkbox"/> Wetlands Disturbance Permit            | <input type="checkbox"/> Right of Way Encroachment (NCDOT)    |
| <input type="checkbox"/> Other                                  |   |

### Application Review Process

- The applicant creates and submits an application through the Village of Pinehurst online permit center.
  - o [www.vopnc.org/permitcenter](http://www.vopnc.org/permitcenter)
  - o Upload all required documents as PDF files
- Building and zoning staff will review the application for compliance with the PDO and One and Two Family NC Building Code
- If the plans conform to both the building code and the PDO a building and development permit can be issued
  - o If the application and plans are insufficient or do not conform to the building code or PDO requirements the applicant will be notified. Staff will provide comments and provide guidance toward conformity.
- Once a building permit is issued the applicant has 12 months to complete the proposed project and is responsible for calling in for inspections at the different phases of construction.
  - o Call the Inspection hotline at 910-295-3192 or use the online permit center.
- Throughout construction, changes may occur. All changes must be resubmitted to the Planning and Inspections Department or Building Inspector and be reviewed for compliance;
- A foundation survey is required prior to construction when the proposed the structure is within five feet of the required setback (swimming pools require a foundational survey).



# Requirements

## Plan Requirements

- All plans (site plans, elevations drawings, truss systems, framing plan) need to be drawn to scale and completed by the required professionals
  - A checklist created from Appendix B of the PDO has been provided at the end of this guide, for use during the development of your project
- All plans must meet both PDO and NC Building Code requirements

## Inspection Requirements

- Footing
- Under slab
- Foundation
- Rough-in
- Insulation
- Final Inspection for both building and zoning

## Certificate of Occupancy

For a certificate of occupancy to be issued, the following has to be met:

- A final survey of the property
- A building final inspection completed and passed by the Village Planner or designee
- A zoning final inspection completed and passed by the Building Inspector
- A driveway inspection completed and passed by the Public Services Department

## Things to Consider and Best Practices

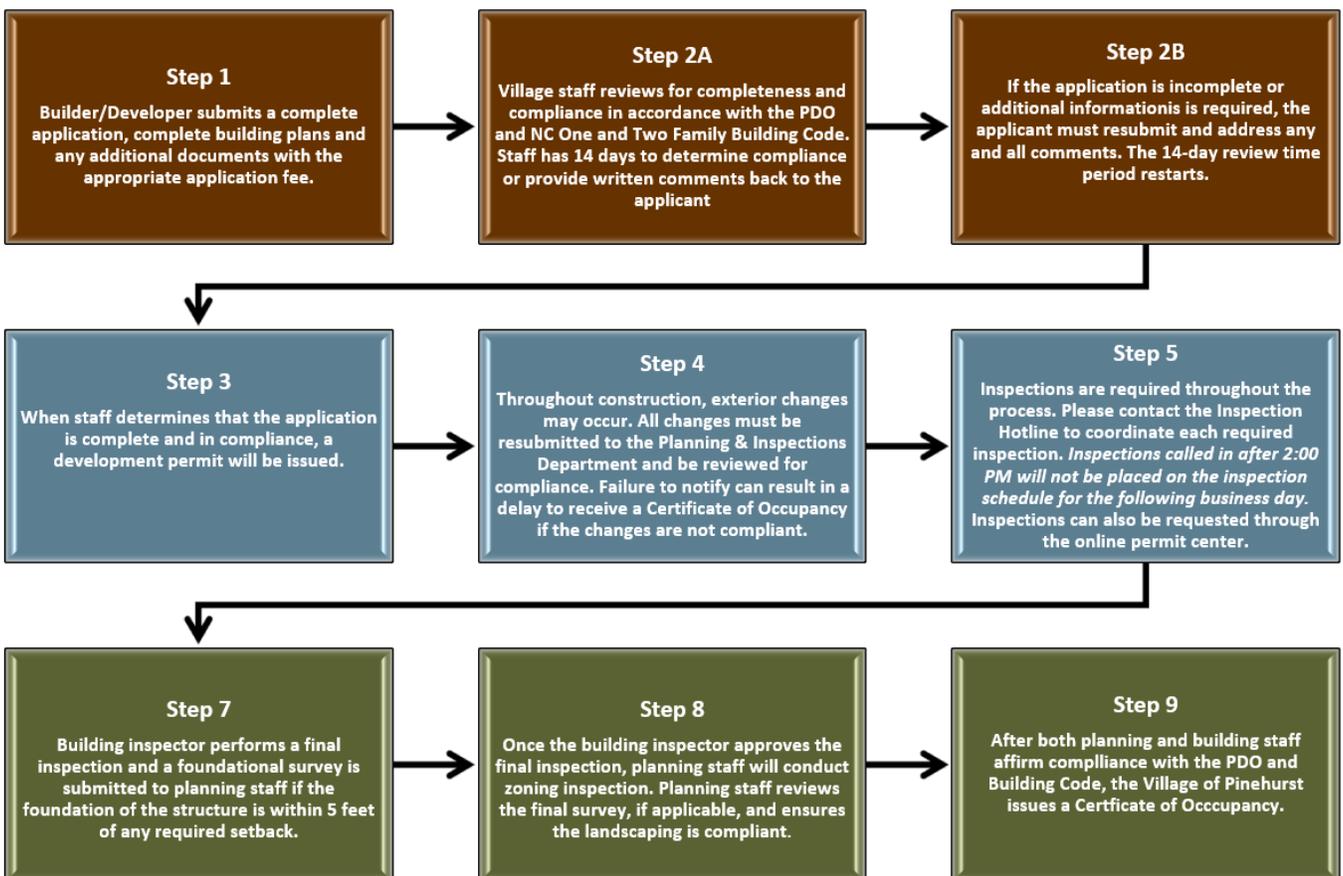
- Coordinate with Village staff and seek guidance on what documents or information must be submitted with an application.
- If your project is located in the Historic District, review the Historic District guidelines:
  - Standards: [www.vopnc.org/Home/ShowDocument?id=9996](http://www.vopnc.org/Home/ShowDocument?id=9996)
  - Map: [www.vopnc.org/Home/ShowDocument?id=5208](http://www.vopnc.org/Home/ShowDocument?id=5208)
- All lots must have street frontage on an improved road as defined by Section 9.1 of the PDO.
- Any lot that is to be created, or any existing lot on which a structure is to be erected or a use is to be established will abut one of the following:
  - An improved public street maintained by the Village of Pinehurst or NCDOT;
  - An existing improved private street shown on the latest Village of Pinehurst Powell Bill Map;
  - An improved and recognized private street located within the Village of Pinehurst ETJ as shown on a map approved by the Village Council.
- Check the zoning of the property and the setback requirements.
  - There are special setback requirements for golf courses, lakes, and corner lots
- Provide as much information as possible with every application.
- Helpful resources:
  - Moore County GIS: [https://mooregisweb.moorecountync.gov/ConnectGIS\\_v6/Disclaimer.aspx?p=Moore\\_mgd](https://mooregisweb.moorecountync.gov/ConnectGIS_v6/Disclaimer.aspx?p=Moore_mgd)
  - North Carolina Flood Risk Information System: <https://fris.nc.gov/fris/Home.aspx?ST=NC>
- The Village of Pinehurst does not provide surveying services for the location of property lines and is the owner's responsibility to ensure the proposed development occurs within their property lines.

# Dimensional Table & Flow Chart

## Zoning Dimensional Table for Single Family Lots

Use Types	R-210	R-30	R-20	R-15	R-10	R-8	R-5
Minimum Front Yard Setback	100'	40'	40'	30'	30'	20'	20'
Minimum Side Yard Setback	40'	20'	15'	15'	15'	10'	10'
Side Street Setback	50'	20'	20'	20'	20'	15'	15'
Minimum Rear Yard Setback	50'	30'	30'	30'	25'	20'	20'
Lakefront/Golf Course Setback from the Property Line	60'	60'	30'	30'	30'	30'	30'
Maximum Building Height	35'	35'	35'	35'	35'	35'	35'
Maximum Lot Covered by Impervious Surface	24%	30%	35%	37.5%	40%	42.5%	45%

## Single Family Development Flow Chart



# Checklist

<b>Project Name:</b>		
<b>Applicant Name:</b>		
<b>Date Application Originally Received:</b>		
<b>Version Number:</b>		
<b>Version Date:</b>		
<b>Date Comments are Provided to Applicant:</b>		
<b>Information required for <span style="color: red;">Single Family Dwelling Development:</span></b>	<b>Rec'd &amp; Complete</b>	<b>Revisions Required</b>
BUILDING PACKET: <ul style="list-style-type: none"> <li>- Application</li> <li>- Site Plan</li> <li>- Elevation Drawings</li> <li>- Floor Plans</li> <li>- Roof Framing Plan</li> <li>- 2 Sets of Truss System if Applicable</li> </ul>		
PLANNING PACKET: <ul style="list-style-type: none"> <li>- Application</li> <li>- Site Plan</li> <li>- Landscape Plan</li> <li>- Elevation Drawings</li> <li>- Floor Plans</li> <li>- Exterior Material Form</li> </ul>		
PUBLIC WORKS PACKET: <ul style="list-style-type: none"> <li>- 2 Driveway Application forms</li> <li>- 1 Site Plan with driveway connection</li> </ul>		
<b>Required information to be included on the <span style="color: red;">Single Family Site Plan:</span></b>	<b>Rec'd &amp; Complete</b>	<b>Revisions Required</b>
1. Indicate existing and proposed topographic elevations and finished floor elevation on site plan. Contour lines will be indicated with no larger than two foot intervals for existing and proposed (LIDAR data may be utilized);		
2. Show Scale and North Arrow		
3. All plans and drawings will be drawn to a scale that is easily legible. Site plans will be prepared by a licensed surveyor or engineer.		
4. Vicinity Map – must be legible and lot easily located		
5. Title block with site name and location		
6. Indicate zoning classification of property on plan		
7. Show total acreage including area and dimensions of entire tract		
8. Provide developer/builder name, address and telephone number on plans		
9. Provide designer's name, address and telephone number on plans		
10. Indicate adjoining lot lines, lot number and subdivision name on plans		
11. Indicate by note, minimum dwelling size proposed for each floor		
12. Show front, side and rear building setbacks		
13. Show road frontage at the right-of-way and lot width at the building line		
14. Show all easements		
15. Clearly show the location of any additions/alterations (to scale)		

## Checklist

Required information to be included on the <b>Single Family Site Plan:</b>	Rec'd & Complete	Revisions Required
16. Location of all proposed and existing accessory structures to include pet runs, fences, LPG tank(s), irrigation wells, septic systems, etc.		
17. Driveway and sidewalk locations		
18. Building elevation (front, rear, and sides) shown with finished grade, to scale		
19. Show location of silt fence		
20. Existing and proposed impervious areas including the calculations on new construction and additions/alterations		
21. Landscaping plans will include plant location, plant name, gallon size, and indicate any HVAC unit or units, decks, patios, driveways, and sidewalks		
22. Floodplain and wetland delineation if applicable		
23. Location of septic, and/or existing drainage structures		
24. Floor plan		
25. Foundation plan		
26. Roof framing plan for stick-built only		
27. Framing plan for all floors		
28. Wall elevation including typical wall section		
29. Any other information the Village Planner identifies as necessary		
Single-Family Final Approval Process for Issuance of Certificate of Occupancy	Rec'd & Complete	Revisions Required
<p>1. No building hereafter erected, or structurally altered, or changed in use will be used or occupied until approved by the Village Planner. Prior to issuance of a Certificate of Occupancy by the Village Planner the following will be done:</p> <ul style="list-style-type: none"> <li>- All plans and applications will be modified to reflect what is built.</li> <li>- A final driveway inspection will be made by public services and approved.</li> <li>- A final survey prepared by a licensed surveyor or engineer will be submitted if required.</li> <li>- Fire Marshal will conduct an inspection and approve.</li> <li>- The Certificate of Occupancy will be issued upon final building inspection.</li> </ul>		
2. Changes to original plans will be reviewed and approved by the Village Planner or his/her designee. All changes will be communicated in writing to the Village Planner to ensure a successful final review of the project.		

For questions, contact the Village of Pinehurst  
Planning & Inspections Department at  
910-295-2581 or email [planning@vopnc.org](mailto:planning@vopnc.org).



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