



## Which Permit Should I Apply For? (Revised 12/2022)

This guide is intended to direct applicants to apply for the correct permit and is not a comprehensive list of all work requiring permitting. Questions? Contact the Planning & Inspections Department at 910-295-1900.

\*Properties in the Local Historic District have additional requirements.

<b>BUILDING</b>	
<b>Record Type</b>	<b>Description</b>
ABC Permit	For commercial businesses seeking zoning, building, fire, and local government opinion for state licensure.
Accessory Structure – Commercial	Detached non-residential structure <b>exceeding 12 feet in any dimension.</b>
Accessory Structure – No Dimension Greater Than 12 Ft	Storage shed, arbor, trellis, pergola, gazebo and similar structures. If your structure exceeds 12 feet in length, width, or height, apply for an Accessory Structure Residential or Commercial permit.
Accessory Structure – Residential	Detached structure <b>exceeding 12 feet in any dimension.</b> Example: oversized shed, treehouse, greenhouse, detached garage, guest house, carport, carriage house, barn, workshop, pergola etc.
Beekeeping	To allow for the rearing or breeding of honeybees.
Building Single Trade	Minor structural work where NC State Building Code applies. Example: encapsulation, foundation repair, truss repair, moving interior walls, changes to roofline.
Commercial Addition	Extension or increase in floor area, height, volume, or footprint of an existing commercial building. Example: addition, breezeway, porch or porch conversion, adding roof over a deck.
Commercial Alteration	For major interior remodel or exterior alteration where more than one trade is affected and/or zoning applies. Example: kitchen, bath, or bedroom remodel, converting unfinished space to finished space, fire restoration.
Commercial New	New commercial or non-residential building.
Commercial Demolition	Partial or full interior or exterior demolition of primary or accessory buildings or site features. Permit not required for tearing down deck or small shed where no utilities are connected.*
Decks & Patios	New or expansion of patio, walkway, terrace etc. Includes gravel, paver, concrete, and other impervious surface. New or expansion of deck, steps, or ramp. Repair or replacement of load bearing structures, such as floor framing or stair risers.



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	Permit not required for replacement/repair of stair treads, railings, deck boards, or removing a deck.*
Docks & Bulkheads	New or expansion of docks or bulkheads. Repair or replacement of load bearing structures. Permit not required for replacement/repair of dock boards.
Driveway	Brand new driveway, adding a new entrance such as a double drive, changing apron material, widening drive or parking area. Permit not required if changing driveway material <b>if</b> the apron is unaffected and there is no change in footprint or size of the driveway.
Electrical Single Trade	Addition or alteration of electrical wiring. Permit not required for changing light fixtures.  Example: generators, panel change out, additional wiring, service change.
Fence, Wall, or Column	New fence, wall, column 18 inches or taller, including driveway columns and retaining walls. Changing the material, height, or location of existing fence, wall or column. Repairing or replacing more than 50% of existing fence, wall or column.  Permit not required for fence removal.
Fire Systems Permit	New or alterations to fire systems.
Floodplain Development Permit	Required for development occurring in federally designated floodplain subject to 1% or greater chance of being flooded.
Home Health & Day Care	For child/adult daycare being conducted in non-residential zoning districts or family care homes.  For daycare being conducted within a residence, please apply for a 'Home Occupation' permit under the 'Planning' link.
Land Disturbing Permit	For site preparation activities related to development such as clearing, grading, filling, excavation <b>before</b> receiving the building permit.
Manufactured/Modular Homes	For new residential mobile, modular, or manufactured homes. For commercial job site trailers or mobile offices, temporary classrooms, or event uses.
Mechanical Single Trade	Addition or alteration of mechanical systems.  Example: new or change out of heat pump, HVAC units, generator or other mechanical systems. Installation of gas piping.
Plumbing Single Trade	Addition or alteration of plumbing systems.  Example: RPZ backflow preventer, water heater replacement, water/sewer line replacement, moving toilet, running plumbing to outbuilding.
Pool/Spa	Interior or exterior in-ground pools, hot tubs, or spas.  Permanent above ground swimming pools are prohibited. Seasonal swimming pools are allowed May – September with restrictions. Must apply for a seasonal pool permit.

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Propane Tank	Installation of buried propane tank. Above ground propane tanks greater than 50 pound <b>capacity</b> in residential zoned property must be buried.
Residential Addition	Extension or increase in floor area, height, volume, or footprint of an existing residential building. Townhomes apply for residential permits.  Example: home addition, sunroom, breezeway, porch, adding roof over a deck.
Residential Alteration	For major interior remodel or exterior alteration where more than one trade is affected and/or zoning applies. Townhomes apply for residential permits.  Examples: kitchen, bath, or bedroom remodel, converting unfinished space to finished space, fire restoration.
Residential Demolition	Partial or full interior or exterior demolition of primary or accessory buildings or site features. Townhomes apply for residential permits.  Permit not required for tearing down deck or small sheds where no utilities are connected.*
Residential New	New homes, including single family and townhome. Manufactured/modular/mobile homes have their own permit.
Seasonal Pool	For swimming pools that are easy to erect and remove, typically not hard wired, and do not contain more than 48” of water. Above ground pools that can contain more than 48” of water are prohibited.
Sign – Permanent	Installation of permanent signage.
Sign – Temporary	New businesses in non-residential zoning districts installing temporary signage.
Solar Permit	Installation of solar panels/systems and PV arrays.
Temporary Power	Used for new construction when requesting temporary connection to power source for the purpose of testing building service systems.
Tent Permit	For tents 800 square feet or larger.

### PLANNING

Record Type	Description
Administrative Modification	Consult Village Planner before applying.
Annexation	Petition by owner of real property to be accepted into Village corporate limits. Consult Village Planner before applying.
Appeal	Appeal of an action and/or decision by Village administrative staff pursuant to the Pinehurst Development Ordinance or other ordinances that regulate land use or development. Consult Village Planner before applying.
Encroachment Agreement – Residential	Agreement to encroach public right-of-way or property owned by the Village of Pinehurst for a specific single use associated with a residential applicant and/or property.

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	Example: installing fence or landscaping in the right-of-way, constructing a dock on Village owned pond.
Encroachment Agreement – Commercial New	Agreement to encroach public right-of-way or property owned by the Village of Pinehurst for a specific single use associated with a commercial applicant.  Example: One time repair or maintenance of a utility.
Encroachment Agreement – Blanket Commercial	Agreement to encroach public right-of-way or property owned by the Village of Pinehurst for a general use and/or maintenance not specifically associated with a single address or associated with multiple addresses by a commercial applicant.
Final Plat – Major	A plat associated with a major subdivision submitted for final approval after improvements have been made, inspected, and approved by the Village.
Final Plat – Minor	A plat associated with a minor subdivision submitted for final approval after improvements have been made, inspected, and approved by the Village.
General Concept Plan	Consult Village Planner before applying.
Historic Certificate of Appropriateness – Minor	Required for exterior alterations or changes to properties located in the Local Historic District. For full list of minor work items, see <a href="#">Historic District Standards</a> . Consult Village Planner before applying.  Example: fence installation, paint color changes, driveways, like-for-like replacement of siding, roof, windows, or doors, storage sheds no larger than 12’ by 12’
Historic Certificate of Appropriateness – Major	Required for exterior alterations or changes to properties located in the Local Historic District. For full list of major work items, see <a href="#">Historic District Standards</a> . Consult Village Planner before applying.  Example: new house, garage, guest house or in-ground pool or spa, adding or eliminating doors or windows, change in siding, roofing or architectural features that are not compatible with existing material or design.
Home Occupation	For approval of a business, occupation, or profession conducted within a residential home or accessory building. Telecommuting or working from home on an irregular basis does not require a home occupation permit.  Example: daycare, home office, fitness instruction, consulting, online sales.
Mobile Food Vendor	To allow a food truck or other mobile vendor to operate within the Hospital Zoning District or Recreational Development Zoning District. Food trucks and similar are not allowed to operate on private property, public right-of-way, parking lots or vacant land without meeting specific criteria and obtaining a temporary use permit.
Nonconforming Use Certificate	An official declaration acknowledging a use as legal prior to the adoption of a new zoning ordinance, therefore allowed to lawfully remain so long as the use

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	is not discontinued, enlarged, extended, or intensified. May consult Village Planner before applying.
Plan Amendment	Consult Village Planner before applying.
Rezoning	Petition to amend the zoning classifications of a property. Consult Village Planner before applying.
Rezoning – Conditional	Petition to amend the zoning classifications of a property with conditions and a based on site specific concept plan. Consult Village Planner before applying
Short Term Rental	To legally operate a short term rental in the Hotel (H) or Village Mixed Use (VMU) zoning districts only.
Site Plan – Minor	For non-residential or multi-family development not exceeding two acres. This includes physical changes to building exterior or property, utility infrastructure, or street or sidewalk construction.
Site Plan – Major	For non-residential or multi-family development exceeding two acres. This includes physical changes to building exterior or property, utility infrastructure, or street or sidewalk construction.
Special Use	To request approval of a use designated as generally compatible with the zoning district, but requires Village Council approval due to potential impacts or characteristics of the use. Consult Village Planner before applying.
Subdivision – Exempt	For combining, dividing, or adjusting lot lines of a tract of land where 1) total area does not exceed two acres 2) tract is under single ownership, 3) will result in no more than three lots, 4) no street right-of-way is required. Dividing land into parcels greater than 10 acres where no street dedication is required and public acquisition of land for street widening are also exempt subdivisions.
Subdivision – Minor	Subdivision of a tract of land into three (3) lots or less where no new road dedication or improvement is required.
Subdivision – Major	Subdivision of land not categorized as exempt or minor.
Temporary Use	To allow for a use of land for a limited period of time for a purpose not normally permitted, but is necessary in special situations.  Example: tents erected for longer than typically allowed, food trucks operating in zoning districts not typically allowed.
Variance	Request to depart from the standards of the development ordinance due to undue hardship. Consult Village Planner before applying.
Zoning Certification Letter	Written verification of a property’s current zoning, use designation, and dimensional requirements.
Zoning Text Amendment	Petition to amend or change the text of the development ordinance. Consult Village Planner before applying.
Zoning Use	Request for a new use or a change in use in a specific zoning district. Required for new businesses or businesses moving to a new location to determine if a use is allowed in the zoning district.

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