



CITY OF ROANOKE RAPIDS

PLANNING & DEVELOPMENT DEPARTMENT
1040 ROANOKE AVENUE, PO BOX 38 ROANOKE RAPIDS, NC 27870
PHONE: 252-533-2844 FAX: 252-533-2870
EMAIL: PERMITS@ROANOKERAPIDSNC.COM

Payment Info _____

RESIDENTIAL BUILDING PERMIT APPLICATION

Contact/Applicant Name: _____ Date: _____
 Project Address: _____ Email Address: _____
 Total Project Cost* _____ Telephone Number: _____
 Lien Agent Appointment Attachment (Yes/No \$30,000 & over)** Owner Acting as Contractor (Yes/No)***
 Property Owner: _____ Telephone Number: _____
 Property Owner Address: _____ City _____ State _____ Zip _____
 Homeowner Recovery Fund North Carolina General Statutes § 87-15.6 ___ Yes ___ No (\$9.00 State, \$1.00 Local)
 Contractor Name _____ Telephone # _____
 Address _____ City _____ State _____ Zip _____
 NC License # _____ Classification _____
 Design Professional _____ Telephone # _____
 ___ Architect ___ Engineer NC Reg. # ___ Owner ___ Other ___
 Address _____ City _____ State _____ Zip _____
 Email Address _____
 Description of proposed work: _____
 Type of Building: ___ New ___ Existing ___ Addition ___ N/A
 Type of Construction: ___ I ___ II ___ III ___ IV ___ V

*Fees for a residential building permit application are calculated with the total valuation of the project including all electrical, mechanical and plumbing costs. The valuation cost is calculated at \$7 per \$1,000 and prorated accordingly. (Ex. \$30,000 - \$210.00 fee)

**North Carolina General Statute 44A-11.1 requires a lien agent for improvements over \$30,000. It is not required for renovations made by the owner themselves to their existing residence without using contractors and for public building projects. If lien agent is not provided, the residential building permit will not be issued. The lien agent information can be obtained at www.liensnc.com.

***An owner may act as a contractor if one signs a homeowner affidavit certifying that they are the owner of the property and will not rent/lease/or sell the home for at least one year after work is completed. Owners are responsible for supervising and managing all aspects of construction and requesting and attending all inspections.

PROPOSED RESIDENTIAL HOME CONSTRUCTION

Zoning/Setback Information: Submit scaled Site plan showing Lot size and shape, Driveways, Easements, Street Rights-of-ways and all proposed and existing structures. (setbacks include roof overhangs, HVAC units, decks/porches and steps)

Construction Details: Submit a scaled Floorplan, Foundation Plan (all footing and pier locations/sizes), Framing Plan (size & direction of girders, floor/ceiling joist, headers), Typical Wall Section (footing, foundation wall, stud, sheathing, insulation R-values and etc.).

Construction: ___ New Residence ___ Room Addition(s) ___ Remodel/Renovation

Exterior Wall Finish: ___ Brick ___ Rigid Vinyl ___ Wood Siding ___ Hardboard Siding ___ EIFS ___ Stucco

Total Building Height: _____ feet/inches

Building Area: NEW RESIDENCE

Basement	_____ sq. ft.
1 st Floor	_____ sq. ft.
2 nd Floor	_____ sq. ft.
3 rd Floor	_____ sq. ft.
Attached Garage	_____ sq. ft.
TOTAL	_____ sq. ft.
Decks/Porches	_____ sq. ft.

Building Area: ROOM ADDITIONS

Basement	_____ sq. ft.
1 st Floor	_____ sq. ft.
2 nd Floor	_____ sq. ft.
3 rd Floor	_____ sq. ft.
Attached Garage	_____ sq. ft.
TOTAL	_____ sq. ft.
Decks/Porches	_____ sq. ft.

PROPOSED DETACHED ACCESSORY BUILDING CONSTRUCTION

Zoning/Setback Information: Submit scaled Site plan showing Lot size/shape, Driveways, Easements, Street Rights-of-Ways and all proposed and existing structures. (setbacks include roof overhangs, HVAC units, decks/porches and steps)

Construction Details: Submit a scaled Floorplan, Foundation Plan (all footing and pier locations/sizes), Framing Plan (size & direction of girders, floor/ceiling joist, headers), Typical Wall Section (footing, foundation wall, floor, studs, sheathings, roof, etc.).

Construction: New Accessory Building Addition to Existing Accessory Building
Exterior Wall Finish: Brick/Block Rigid Vinyl Wood Siding Hardboard Siding
(Other _____)

SQUARE FOOTAGE INFORMATION:

Dwelling _____ TOTAL SQ. FT.
Total of all detached sheds/garages/carports, etc. located on property _____ TOTAL SQ. FT.
(THE TOTAL OF ALL ACCESSORY BUILDINGS CANNOT EXCEED 50% OF THE DWELLINGS TOTAL SQ. FT.) Dwelling sq. ft. _____ x .5=

Building Dimensions: _____ Total Building Height: _____ Feet/Inches

PROPOSED DECK/PORCH CONSTRUCTION

Zoning/Setback Information: Submit scaled Site plan showing Lot size/shape, Driveways, Easements, Street Rights-of-Ways and all proposed and existing structures. (setbacks include roof overhangs, HVAC units, decks/porches and steps)

Construction Details: Submit a scaled Floorplan, Foundation Plan (all footing and pier locations/sizes), Framing Plan (size & direction of girders, floor/ceiling joist, headers), Typical Wall Section (footing, foundation wall, floor, studs, sheathings, roof, etc.).

Construction: New Deck/Porch Addition to Existing Deck/Porch
Highest area of deck/porch from ground: _____ Feet/Inches
Dimensions: _____
Total Square Footage: _____

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein. This application only becomes a permit when it has been processed and approved by the City of Roanoke Rapids' Planning and Development Department and all applicable fees are paid. There is a 24-hour notice for inspections unless deemed as an emergency by this office.

Applicant Signature Date

DEPT. USE

ZONING

OVERLAY DISTRICTS

LAND USE ADMINISTRATOR DATE

BUILDING OFFICIAL DATE