BASIC CHECK LIST FOR PERMITS
Before handing in permit please check that all information is completed

➢ All information on front sheet is completely filled out correctly and readable:
  ✓ Property Owner (The address is where the property owner lives)
  ✓ Contractor
  ✓ Contact

➢ Proposed Construction has all appropriate checks (there should always be things checked)

➢ Description of work

➢ Total Project Cost must be completed
  o If Total Project Cost is $30,000+ MUST have a Lien Agent

➢ Application is signed and dated

➢ Drainage Plan (New Construction/Fill Grade/swimming pool/any time there will be impervious surface.)

➢ Plans and site plans (Electronic copy required. Send to permits@carolinabeach.org
  o Residential = 1 hard copy
  o Commercial = 3 hard copies

*If a department requests additional information, send to permits@carolinabeach.org*