

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
 - 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)
 - Residential = 1 hard copy
 - Commercial = 3 hard copies

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