

Town of Duck Residential Permitting Guidelines
 Typical Information Required for a Residential Permit¹



<i>Project Description</i>	<i>Health Department Approval</i>	<i>Building Plans Required²</i>	<i>Building Permit Required</i>	<i>Survey Required w/ Permit Application⁶</i>	<i>Zoning Approval</i>	<i>As-built Survey Required Prior to CO</i>	<i>Vegetation Management Plan</i>	<i>Land Disturbance Permit</i>
Land Disturbance (Not Associated w/ Building Permit)								
Tree Clearing on Vacant Property								Machine Clearing
Grading/Filling								
Driveway/Parking/Impervious Areas				See Note 3		See Note 6		
Septic Repair/Replacement				See Note 4				
Remodel/Addition								
Siding/Roof Coverings			If > \$5,000					
Replacement Windows & Doors		See Note 2						
Replacement Rails or Deckboards			If > \$5,000					
Deck to Porch Conversion; Exact Footprint	Heated Space			See Note 3				
Replacement Pilings or Girders; Exact Footprint		See Note 2		See Note 3				
Replacement Stairs; Exact Footprint				See Note 3				
New Stairs/New Deck				See Note 3		See Note 6		
Fence	Not on Prop. Line			See Note 4				
Bulkhead/Retaining Wall		See Note 2				See Note 6		
Swimming Pool/Spas/Hot Tubs				See Note 3		See Note 6		
Accessory Building			If > 12' dimension	See Note 3		See Note 6		w/o Bldg Permit
HVAC/Plumbing/Electrical/Gas (Fuel Piping)								
Ramps				See Note 3		See Note 6		
Remodel (< 50%) (within existing footprint)				See Note 3				
Addition (< 50% and/or conversion to living space)				See Note 5		See Note 6		
New Construction⁷				See Note 5				

 Required
 If applicable

- Guidelines are typical requirements. Application requirements will be reviewed on a case-by-case basis; additional information may be required upon review of your application.
- Engineering may be required. All items must meet NC Building Code. Engineer seals must be original on at least 1 set of plans.
- Will accept either a duplicate survey followed by a site visit or an original survey with original surveyor seal. Duplicate surveys must include all improvements constructed on the property. A prior plan of development that was not actually field verified by a licensed surveyor will not be accepted. If duplicate surveys are not field verifiable, a current survey will be required.
- A legible survey, site plan, or property diagram showing proposed improvements should be acceptable.
- Current survey with proposed improvements sealed by a NC lic. surveyor should be used.
- For certain smaller projects, as-built surveys may not be necessary if setbacks and lot coverage can be verified based on the original site plan and a field inspection. For example, if an improvement is greater than five feet from a setback line and if more than five percent lot coverage remains, a field inspection should suffice in lieu of an as-built. Staff reserves the right to request an as-built on a case-by-case basis.
- Improvements to existing structures where the cost of improvements will exceed 50 percent of the value of the structure will be considered new construction for permitting purposes.

For further assistance, please contact the Town of Duck Department of Community Development at 252-255-1234.