

**Town of Duck Residential Permitting Guidelines**  
 Typical Information Required for a Residential Permit<sup>1</sup>



<i>Project Description</i>	<i>Health Department Approval</i>	<i>Building Plans Required<sup>2</sup></i>	<i>Building Permit Required</i>	<i>Survey Required w/ Permit Application<sup>6</sup></i>	<i>Zoning Approval</i>	<i>As-built Survey Required Prior to CO</i>	<i>Vegetation Management Plan</i>	<i>Land Disturbance Permit</i>
<b>Land Disturbance (Not Associated w/ Building Permit)</b>								
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				
<b>Remodel/Addition</b>								
Siding/Roof Coverings			If > \$40,000					
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		
<b>New Construction<sup>7</sup></b>				See Note 5				

Required  
 If applicable

- 1 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.
- 2 Engineering may be required. All items must meet NC Building Code. Engineer seals must be original on at least 1 set of plans.
- 3 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.
- 4 A legible survey, site plan, or property diagram showing proposed improvements should be acceptable.
- 5 Current survey with proposed improvements sealed by a NC lic. surveyor should be used.
- 6 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.
- 7 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.**