

**Minimum Procedures and Requirements for Moving a House or Structure within an Ocean Hazard or Estuarine AEC**

*The following procedures and requirements represent conditions of the permit cited above and are part of that permit.*

1. A Town building permit is required. Other permits and/or authorizations may be required and include, but are not limited to: (1) CAMA, (2) NC Department of Transportation, (3) North Carolina Power Company, (4) Telephone and cable companies, (5) Soil Erosion and Sedimentation Control permit.
2. If the move is across a private street, the applicant may want to seek authorization from the property owner(s)/Home Owners Association.
3. For a move across Town streets, a bond may be required (Section 6•76–Section 6•80 of the town Code of Ordinances). Houses or structures being moved are not allowed to remain in or on Town Streets.
4. Notification to Police Chief, Fire Chief, Water Superintendent, etc. shall be required prior to moving a house or structure on or across a Town street.
5. The following are minimum required standards for moving a house or structure. The Building Inspector may impose additional conditions as necessary.
  - a. All debris shall be removed from the site and shall be disposed of properly utilizing approved disposal areas.
  - b. All pilings, and all septic tank(s), drain lines, and service lines shall be removed in their entirety from the ground and site.
  - c. All electric, cable, telephone, and water service lines and cables shall be removed to their point of service connection.
  - d. All broken glass shall be removed from the structure and disposed of properly prior to moving the house or structure.
  - e. For structures relocated on the same lot, all concrete/asphalt shall be removed (unless permitted by the Town or CAMA). In all other cases, all concrete/asphalt within the AEC shall be removed from the site.
  - f. After removal of the structure from the site, the site shall be cleared of all debris, concrete/asphalt, wood, etc.
  - g. After the site has been cleared, all sand bags shall be removed, and all dunes shall be stabilized in accordance with provisions of the CAMA permit, the Soil Erosion and Sedimentation Control permit, and any other permits or building permit conditions.
6. After the issuance of a building permit for moving a structure, the following minimum procedures shall be followed:
  - a. The applicant shall contact the Dare County Department of Environmental Health to locate on-site the septic tank and drainfield.
  - b. Prior to commencing work the applicant shall inform the Building Inspector and the Building Inspector shall inspect the site and count the pilings. \*
  - c. After the Building Inspector inspects the site in (2) above, the applicant may remove the structure from the foundation.
  - d. After removal of the pilings, septic tank, and drain lines, and prior to their removal from the site, the applicant shall call for an inspection, and shall receive approval from the Building Inspector prior to continuing work. \*
  - e. The applicant shall remove all sand bags, if required, and rebuild and stabilize the dune, then call for inspection of the site by the Building Inspector and CAMA official. If the site is found in compliance and all assessed fees (if any) have been paid, the Building Inspector shall issue a certificate of compliance. \*

**ALL WORK SHALL CONFORM TO ALL APPLICABLE NORTH CAROLINA STATE BUILDING CODES AND ORDINANCES OF THE TOWN OF NAGS HEAD AND SHALL BE THE RESPONSIBILITY OF THE UNDERSIGNED APPLICANT.**

\_\_\_\_\_  
APPLICANT/OWNER/CONTRACTOR Date

\_\_\_\_\_  
BUILDING/CODE/ZONING OFFICIAL Date

\* **Required inspections.** Failure to call for a **required inspection(s)** will result in the assessment of a fee or fees in accordance with the adopted fee schedule of the Town.

**Minimum Procedures and Requirements for Demolition of Structures within an Ocean Hazard or Estuarine AEC**

*The following procedures and requirements represent conditions of the permit cited above and are part of that permit.*

1. A Town building permit is required. Other permits and/or authorizations may be required and include, but are not limited to: (1) CAMA, (2) NC Department of Transportation, (3) North Carolina Power Company, (4) Telephone and cable companies, (5) Soil Erosion and Sedimentation Control permit.
2. The following are minimum required standards for demolition. The Building Inspector may impose additional conditions as necessary.
  - a. All debris shall be removed from the site and shall be disposed of properly utilizing approved disposal areas.
  - b. All pilings in their entirety shall be removed from the ground and site.
  - c. All electric, cable, telephone, and water service lines and cables shall be removed to their point of service connection.
  - d. All septic tank(s), drain lines, and service lines shall be removed from the site in their entirety.
  - e. All glass including windows and doors, and all broken glass shall be removed from the structure and disposed of properly prior to demolition of the structure.
  - f. All concrete/asphalt within the AEC shall be removed from the site unless a permit has been issued for the construction of a new building on the same lot.
  - g. All sand bags shall be removed from the site.
  - h. All debris including concrete/asphalt, glass, wood, etc. shall be removed from the site.
  - i. If required, all dunes shall be stabilized in accordance with provisions of the CAMA permit, Soil Erosion and Sedimentation Control permit, and any other applicable permits or building permit conditions.
3. After the issuance of a building permit for the demolition of a structure located within an ocean hazard or an estuarine AEC, the following minimum procedures shall be followed:
  - a. The applicant shall contact the Dare County Department of Environmental Health to locate on-site the septic tank and drainfield.
  - b. Prior to commencing work the applicant shall inform the Building Inspector and the Building Inspector shall inspect the site and count the pilings.\*
  - c. The applicant shall remove all glass from the structure, i.e., windows, doors, mirrors, etc.
  - d. The applicant shall demolish the structure
  - e. After removal of the pilings, septic tank, and drain lines, and prior to their removal from the site, the applicant shall call for an inspection, and shall receive approval from the Building Inspector prior to continuing work.\*
  - f. All sand bags shall be removed from the lot.
  - g. The applicant shall rebuild and stabilize the dune, then call for inspection of the site by the Building Inspector and CAMA official. If the site is found in compliance and all assessed fees (if any) have been paid, the Building Inspector shall issue a certificate of compliance.\*

ALL WORK SHALL CONFORM TO ALL APPLICABLE NORTH CAROLINA STATE BUILDING CODES AND ORDINANCES OF THE TOWN OF NAGS HEAD AND SHALL BE THE RESPONSIBILITY OF THE UNDERSIGNED APPLICANT.

APPLICANT/OWNER/CONTRACTOR \_\_\_\_\_ Date

BUILDING/CODE/ZONING OFFICIAL \_\_\_\_\_ Date

\* **Required inspections.** Failure to call for a **required inspection(s)** will result in the assessment of a fee or fees in accordance with the adopted fee schedule of the Town.