

**ONSLOW COUNTY PLANNING & DEVELOPMENT**  
**GUIDE FOR NEW COMMERCIAL BUILDING DEVELOPMENT,**  
**FOR BUSINESSES PROPOSING TO OPEN AT A NEW LOCATION**  
**OR FOR ADDITIONS AND/OR ALTERATIONS TO EXISTING BUSINESSES**

**ZONING** – Prior to committing to a property, proprietors should consult with a Land Use Staff member to ensure that the proposed use is permissible for the location; some projects require a Minor or Major Site Plan approval or Special Use Permit prior to submission of a commercial building permit. Contact a Land Use staff member at 910-455-3661 option #3 to obtain a Zoning Verification Form.

**CAMA (Coastal Area Management Act) Permit**– When a property is located on or near navigable waterbodies, CAMA requirements and/or permits may be required.

**Flood Development Permit** – When development is proposed within a regulated flood zone, certain requirements must be met. Contact Robert Gough at 910-989-3069.

**BUILDING PERMITS** – New Commercial, Commercial Addition/Alteration (Upfits), Change of Occupancy, Signs, and/or ALE Permits must be obtained prior to a business opening at a new location or when work at an existing business is proposed. The following documents are required (*\*electronic documents (PDF) are preferred*) and may be submitted via email to [permitting@onslowcountync.gov](mailto:permitting@onslowcountync.gov):

- Zoning Verification Form** – This form can be obtained from a Land Use staff member. If the property is within the jurisdiction of the Town of Richlands, a Zoning Permit (and Flood Permit, if applicable) from the Town will be required to be submitted in lieu of the Onslow County Zoning Verification Form.
- Completed application (required for all permit types)** – All licensed contractors and sub-contractors need to be listed and must sign the application; these applications include the **NC Lien Appointment Document** for jobs with costs of \$30,000 or more. Owner contractor, and unlicensed applicants are permitted as described in in NC GS 87-1.
- Appendix B** – This completed form must be submitted with the building plans for all new construction, some upfits, and some change of occupancy.
- Wastewater Document** – Copy of the septic permit (construction authorization or operation permit) or a letter of intent to serve from the applicable utility company is required for all new construction, some upfits, and some change of occupancy.
- Site Plan\*** – A site plan drawn to scale with the building location and all other proposed improvements to the site must be submitted.
- Building Plans/Floor Plan\*** – A complete building plan must be provided for all new construction. A floor plan may be sufficient for alterations, upfits and change of occupancy applications, along with a complete scope of work to be done. The inspector may require additional information/plans once the review of the application and plans is initiated.
- Lease Agreement** – A lease agreement is required when the proprietor is not the property owner.
- Erosion Control and Stormwater Permits** – When required by the State of North Carolina, a copy of one or both of these permits issued by the Department of Environmental Quality must be submitted.

## COMMERCIAL PROJECT RESOURCES

**Alcoholic Beverage Control (ABC)** – Businesses that sell or allow consumption of alcoholic beverages must obtain a permit from the State of North Carolina ABC Commission - 919-779-0700.

**Addressing** – Addresses are assigned by the Onslow County GIS Department - 910- 937-2210.

**Animal Boarding** – North Carolina Department of Agriculture – 919-707-3280

**Driveways** – Driveway Permits are required by NCDOT for new driveways connecting to a state-maintained road and a change of use permit may be required for existing driveways - NCDOT District Engineers Office is located at 295A Wilmington Hwy, Jacksonville - 910-467-0500.

**Erosion Control** – Depending on the location of the property and the amount of proposed land disturbance that is to take place, a sedimentation and erosion control permit may be required from the North Carolina Department of Environmental Quality (NCDEQ). Even if no permit is required, the property owner/builder/developer is required to keep sediment on site (silt fences, sediment traps, other measures). Contact the Wilmington Regional NCDEQ Office at 910-796-7215.

**Fire Hydrant and Emergency Access** – The Onslow County Fire Marshal (Jody Leverich at 910-455-3661 extension 3143) reviews site plans to ensure provisions for efficient emergency response.

**Food and Lodging** – Restaurants and similar establishments and all commercial kitchens where food will be prepared require a permit from the Environmental Health Food & Lodging Section - 910-938-5851.

**Privilege Licenses** – Counties issue a limited number of business licenses; the Tax Office number is 910-989-2200. If you plan to do business within a municipality, you must contact the City or Town Hall.

**Section 404 Wetlands** – Certain wetlands fall under the jurisdiction of the US Army Corps of Engineers. Contact the Wilmington Office of the US ARMY CORPS OF ENGINEERS at 910-251-4923.

**Stormwater** – A Stormwater Permit may be required depending on the location and scope of work. Post construction site conditions should protect water quality and not adversely affect adjoining property. Contact the Wilmington NCDEQ Office at 910-796-7215.

**Wastewater** – When the site is served by individual septic systems, contact Environmental Health at the Onslow County Government Center - 910-938-5851. If sanitary sewer is available, an “Intent to Provide” or “Authorization to Connect” letter is required; contact ONWASA at 910-455-0722 or Pluris at 910-327-2880.

**Water Supply** – Contact Wynne Ray at ONWASA (Onslow Water and Sewer Authority). ONWASA is located at 228 Georgetown Road, Jacksonville - 910-455-0722.

## BUSINESS START-UP CONSIDERATIONS AND RESOURCES

**Coastal Carolina Community College Small Business Center** provides information at 938-6322.

**Internal Revenue Service (IRS)** – Apply for Tax ID number through their website at [irs.gov](http://irs.gov).

**North Carolina Department of Revenue** – Many businesses must collect sales tax and will need an account with this agency (877-252-3052). If you have employees, you will need to set up an account to withhold taxes.

**North Carolina Employment Security Commission** – If you have employees, you will need to contact this agency at 919-707-1150 to set up an account.



# Planning and Development Department

## Commercial Change of Occupancy Permit Application

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Project Address \_\_\_\_\_ City \_\_\_\_\_ NC ZIP \_\_\_\_\_

Subdivision or Project Name \_\_\_\_\_ Lot Number \_\_\_\_\_

Project Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Contact preference: Phone Fax Email

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Additional Site Instructions \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_

Proposed Use \_\_\_\_\_

### PLANNING DEPARTMENT APPROVAL

Commercial Use \_\_\_\_\_ Business Name \_\_\_\_\_

Type of Request: Change of Occupancy Use Change of Owner-Lessee

1. See Zoning for pre-review as a Special Requirement or Special Use permit may be required prior to issuing Change of Occupancy permit.
2. Must submit a floor plan layout and provide a lease agreement.
3. If any new construction is required. Additional permit applications may be required.

### CHANGE OF OCCUPANCY INFORMATION

Business Name: \_\_\_\_\_ Business Type: \_\_\_\_\_

Previous Occupancy/Business Use \_\_\_\_\_ Planned Occupancy/Business Use \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Business Hours: \_\_\_\_\_ Expected Opening Date \_\_\_\_\_ Sprinkler System: Yes No

### ONSLOW COUNTY UTILITIES

Food preparation: Yes No If yes, describe \_\_\_\_\_

Well and/or septic permit, provide Onslow Co. Environmental Health permit number(s) \_\_\_\_\_

Completed ONWASA verification letter is attached

Water Public Private (well) Water Company \_\_\_\_\_

Well Use Ag Domestic

Sewer Public Private (septic) Septic Permit Number \_\_\_\_\_

### APPLICANT STATEMENT

I hereby certify that all information in this application is correct and all work will comply with the State Building code and all other applicable State and local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

Applicant Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_