

Commercial Code Enforcement Permitting Information

Planning and Development Department
Building Code Enforcement



Please review the following policy information and the attached checklist concerning additional documents you may need to gather before you can submit a permit application.

- **Forms** need to be completed with all spaces completed or marked N.A.
- **Address/Phone Numbers:** Provide accurate address, phone numbers and Email so that we may contact you, the applicant and/or owner if necessary.
- **Zoning:** All of Onslow County is subject to zoning regulations. You need to find out how that might affect your proposed use.
- **Flood Zone:** Prior to purchase or construction, applicants should determine if the building site is in a regulated flood zone. If so, additional insurance and construction requirements may apply.
- **Lessee:** Electrical work must be performed by a licensed professional GS 87- 43.1 (5) and (5a) rather than by lessee or owner.
- **Plans** must be submitted in a clear and legible format as follows:
 - Provide 1 Sealed .pdf copy E-mailed to Commercial@onslowcountync.gov and 1 paper copy for review. Plans must include Appendix B, Building Code Summary.
 - Upon final approval, you must provide 1 paper copy of approved plans for the Inspectors use at the job site.
 - Plans will not be released from our office to make additional copies.
- **Review/Approval Cycle:** The Central Permitting Office will call you when your permit has been approved by Code Enforcement for issue and provide the fee amount. The permit should be picked up within 30 days.
- **Utility:** Utilities must be identified on the permit application if you are applying for Commercial new construction, or renovations that involve additional volumes of flow, and as may be required for any existing buildings or Change of Occupancy.
 - **Wastewater: Proof of Septic Tank is required:** Environmental Health (EH) is located in the Planning and Development lobby across from Central Permitting.
(910) 938-5851 office (910) 989-2341 fax
EH reviews building permits if served by Septic Tank. They compare the amount of flow for the building permit to the septic permit. They ensure the septic system permitted is sized sufficient to handle your needs and that the drain lines and repair areas are not being built upon.

- **Wastewater: Proof of Sewer Service is required:** Your utility company must provide to you a complete Intent to provide/Authorization to connect form.

- **Re-Inspection Fee** is applied if inspection **fails** or is **not ready**.

One FREE re-inspection is provided per permit, for each trade.

The re-inspection fee must be paid before the next inspection can be scheduled. **Large projects may want to establish a trust account for payment to prevent any scheduling delays.**

Permit Revision:

- **Minor/Major revisions** require necessary documentation to represent the change. All Designed plans must have changes provided and sealed, their may be additional fees to be determined. Revision Fee is based on incremental change e.g. increase in square footage, trade changes AND plan review time.
 - Trade name changes qualify as a minor revision, but without a fee.
 - If your **Tradesmen change** from those listed on application, you should notify the Central Permitting Supervisor for directions on processing a revision. An incorrect trade name and license misrepresents responsibility, per GS 153A-359
- **Code Enforcement Officers (INSPECTORS)**: Inspectors are available for questions and guidance; however, they cannot design or engineer your project. The Code Enforcement Officer has the responsibility of permit issuance and enforcing the code as set forth by the State of North Carolina and as prescribed in the Approved Plans for each project from YOUR Design Professional.
- **Scheduling Inspections**: Please call 910-455-3661 option 2 and provide permit number, construction address, contact name and contact number and type of inspection needed.
- **Final Inspection**: Sewer Authorization to Connect or Septic (OP) is required before the final inspection or certificate of occupancy (C/O) inspection can be scheduled. EH confirms through the permitting system. Sewer documentation should be E-mailed to central permitting or faxed to permitting at (910) 989-4096.
- **Certificate of Occupancy (C/O) ready after all applicable compliance inspections pass to include Zoning a Certificate of Occupancy or Compliance as appropriate shall be issued. The Code enforcement Officers will sign and release your documents when all aspects of the administrative and compliance rules have been met.**
- **Assembly occupancies** shall also receive an Occupant Load certificate that indicates the approved number of occupants allowed for your structure.