

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 uses require a Special Requirement Permit or Special Use Permit and, therefore, cannot be issued in conjunction with the building permit.

The following are the categories of zoning requirements that must be satisfied:

- Buffering** - In all zoning districts, buffering is required between commercial uses and residential or rural agricultural zoning districts and/or residential uses. Buffers can include existing, natural wooded areas, opaque fences with landscaping or landscaping only. Specifics are found in the Zoning Ordinance (Article XVI).
- Parking** – The required number of parking and loading spaces is based on proposed business type (Article XV).
- Signs** – The type and size of signs allowed are based on the location (Article XVII).
- Solid Waste** – A plan for the disposal of solid waste must be submitted.

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 Jennifer Ansell at 910-989-3069.

BUILDING PERMITS – New Commercial, Commercial Addition/Alteration (Upfits), Change of Occupancy 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 may be required (**electronic documents (PDF) are preferred*) and may be submitted via email to permitting@onslowcountync.gov:

- Completed application (required for all permit types)** – All licensed contractors and sub-contractors need to be listed and must sign application; these applications include the **NC Lien Appointment Document** for jobs with costs of \$30,000 or more.
- Appendix B** – This completed form must be submitted unless this information is incorporated in the building plans.
- 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.
- 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 as long as a complete scope of work is included. The inspector may require additional information/plans once the review of the plans is initiated.
- Lease Agreement** – A lease agreement is required when the proprietor is not the property owner.
- Zoning Permit/Flood permit** – If the property is within the jurisdiction of the Town of Richlands, a zoning permit and flood permit (if applicable) issued by the Town will need to be submitted with the building application; otherwise, these permits will be issued in conjunction with the building permit.
- 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.

REQUIREMENTS ADMINISTERED BY OTHER AGENCIES

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 (Brian Kelly at 910-347-4270 extension 5045) 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.

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.