

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:

- 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](https://www.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 Addition/Alteration 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

Type of Accessory Addition Repair Alteration Upfit

WORK INCLUDED

Building Electrical Mechanical Plumbing Fuel Piping

ADDITION/ALTERATION BUILDING INFORMATION

Type of Heat: Electric Gas-Fuel Piping Geo Thermal Oil Other _____

Floor System: Crawl Space Monolithic Slab Pilings Raised 3-Piece

Framework: Wood Block Concrete Log Steel Other _____

Electrical Size _____ amps Number of Electrical Services (Panels) _____ Number of Fuel Piping Appliances _____

Total bldg. (SF) _____ Number of Plumbing Fixtures _____ Number of Stories _____ Building Height _____

Total project (SF) _____ Total Construction Cost \$ _____

Food Preparation Lodging Facilities Institutional Daycare Pool or pool house

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 _____

Project Address _____

GENERAL CONSTRUCTION (BUILDING) Check here if this trade is not required.

- 1) Contractor (Company Name) _____ Phone _____
 - 2) Address _____ City _____ State _____ ZIP _____
 - 3) License Number _____ Classification: Commercial Limited Intermediate Unlimited
 - 4) Email _____ Construction Cost (contract amount) \$ _____
- I am a general contractor duly licensed by the NC Licensing Board of General Contractors. I am permitted by my license to contract on project on one property at one time not to exceed the following dollar value \$ _____. The following contractors are considered subcontractors.
- I am an unlicensed contractor. I am permitted to contract on projects on one property at one time not to exceed \$30,000. I am not permitted to perform or subcontract plumbing, mechanical or electrical work so all of the following contractors are considered prime contractors.
- 5) Authorized Agent (print) _____ Signature _____ Date _____

ELECTRICAL Check here if this trade is not required.

- 1) Contractor (Company Name) _____ Phone _____
- 2) Address _____ City _____ State _____ ZIP _____
- 3) License Number _____ Classification: Limited Intermediate Unlimited Owner
Voltage: 500 or less 600 or less 600 or more
- 4) Email _____ Construction Cost (contract amount) \$ _____
- 5) Authorized Agent (print) _____ Signature _____ Date _____

HVAC (MECHANICAL) Check here if this trade is not required.

- 1) Contractor (Company Name) _____ Phone _____
- 2) Address _____ City _____ State _____ ZIP _____
- 3) License Number _____ Classification: H-1 H-3 Owner Class I Class II
- 4) Email _____ Construction Cost (contract amount) \$ _____
- 5) Authorized Agent (print) _____ Signature _____ Date _____

PLUMBING Check here if this trade is not required.

- 1) Contractor (Company Name) _____ Phone _____
- 2) Address _____ City _____ State _____ ZIP _____
- 3) License Number _____ Classification: Class I Class II Owner
- 4) Email _____ Construction Cost (contract amount) \$ _____
- 5) Authorized Agent (print) _____ Signature _____ Date _____

REFRIGERATION (MECHANICAL) Check here if this trade is not required.

- 1) Contractor (Company Name) _____ Phone _____
- 2) Address _____ City _____ State _____ ZIP _____
- 3) License Number _____ Classification: H-1 H-2 H-3 Class I Class II Owner
- 4) Email _____ Construction Cost (contract amount) \$ _____
- 5) Authorized Agent (print) _____ Signature _____ Date _____

Project Address _____

HOOD SUPPRESSION (MECHANICAL) Check here if this trade is not required.

- 1) Contractor (Company Name) _____ Phone _____
- 2) Address _____ City _____ State _____ ZIP _____
- 3) License Number _____ Classification: H-1 H-2 H-3 Class I Class II Owner
- 4) Email _____ Construction Cost (contract amount) \$ _____
- 5) Authorized Agent (print) _____ Signature _____ Date _____

SPRINKLER (PLUMBING/FIRE) Check here if this trade is not required.

- 1) Contractor (Company Name) _____ Phone _____
- 2) Address _____ City _____ State _____ ZIP _____
- 3) License Number _____ Classification: Fire Sprinkler (only)
- 4) Email _____ Construction Cost (contract amount) \$ _____
- 5) Authorized Agent (print) _____ Date _____

ALARM SYSTEM (ELECTRICAL/FIRE) Check here if this trade is not required.

- 1) Contractor (Company Name) _____ Phone _____
- 2) Address _____ City _____ State _____ ZIP _____
- 3) License Number _____ Classification (Electrical only): Limited Intermediate Unlimited Low Voltage
- 4) Email _____ Construction Cost (contract amount) \$ _____
- 5) Authorized Agent (print) _____ Signature _____ Date _____

UNDERGROUND TANKS (FIRE) Check here if this trade is not required.

- 1) Contractor (Company Name) _____ Phone _____
- 2) Address _____ City _____ State _____ ZIP _____
- 3) License Number _____ Classification: _____
- 4) Email _____ Construction Cost (contract amount) \$ _____
- 5) Authorized Agent (print) _____ Signature _____ Date _____

Licensure/Exemption and Insurance Coverage Certifications

Chapter 87, Article 1 of the N.C. General Statutes prohibits the County from issuing a building permit unless and until the applicant has complied with the general contractor licensing and insurance coverage requirements in that article (see attached copies of Sections 87-1 and 87-14). To ensure such compliance, the County requires that the applicant make the following certifications.

The undersigned applicant for a building permit certifies that the person, firm, or corporation performing, superintending, or managing the proposed construction or alteration, whether the applicant or another person, firm, or corporation contracted to do so, either:

- Is duly licensed as a **general contractor** under Chapter 87, Article 1 of the N.C. General Statutes and maintains that license in good standing.

Licensee name: _____ License number: _____

OR

- Is exempt from the statutory licensing requirements for general contractors because:

- the cost of the proposed construction is less than \$30,000;
- the building being constructed or altered is located on **land owned by the applicant** and is intended solely for occupancy by the applicant (and family, if a person) for at least 12 months after its completion (i.e., the project is not a "speculation" project); or
- I am the **owner** of the proposed building. It is my intention to act as my own general contractor, and I understand that the problems which may arise, such as inaccurate or insufficient construction will be solely my responsibility, and I will be left with no resource and must assume total liability for correction of the problems. I personally have a thorough knowledge of all of the NC State construction codes.
- the applicant is engaged in the business of farming, owns the land containing the constructed or altered building, and intends to use the building for the business of farming after its completion;

OR

Modular Installation Contractor

- I am providing to Onslow County Code Enforcement Department a \$5,000.00 surety bond in accordance with N.C.G.S. § 143-139.1

AND

Insurance Coverage: The undersigned applicant also certifies that the person, firm, or corporation performing, superintending, or managing the proposed construction or alteration, as well as any subcontractor doing so:

- Carries workers' compensation insurance for employees as required by Chapter 97 of the N.C. General Statutes and will maintain that coverage for the duration of the permit construction or alteration; and
- Will provide certificates of insurance if requested by the Planning and Development Department before issuance of the permit or any time during the permitted construction or alteration.
- N/A Owner assumes insurance liability.

The undersigned applicant further acknowledges that, pursuant to Chapter 87, Article 1A of the N.C. General Statutes, the County will collect a \$10.00 fee with applications for construction or alteration of a single-family dwelling unit and forward \$9.00 of the fee to the N.C. Licensing Board for General Contractors, which will deposit it into the Homeowners Recovery Fund for subsequent use in reimbursing homeowners' losses for construction by general contractors.

Applicant's Name: _____

Signer's Name and Title (if firm or corporation): _____

Signature: _____ Date: _____

Connection of Service Utility

ADDRESS _____

The responsible agent shall be the entity(s) who, in fulfillment of contractual obligation or otherwise, is empowered to control and supervise all construction activities. The suitability of the agent shall be at the sole discretion of the authority having jurisdiction.

PROPOSED USE _____

Utilization of portions of the permanent wiring system to facilitate construction shall be permitted and limited to those instances in which the use is deemed to be of reasonable necessity. Reasonable necessity shall include any of the following.

1. The utilization of permanently installed HVAC equipment to maintain environmental conditions necessary to facilitate the installation of environmentally sensitive materials, or finishes in accordance with the manufacture’s instructions.
2. Where the distance between the construction site electrical service and any interior point at floor level is not in excess of 200 feet following the most direct route that an extension cord could reasonably be routed;
3. Testing of building service systems; or
4. Other situations as allowed by special permission.

Utilization of portions of the permanent wiring system during construction for any purpose other than testing and verification shall not be permitted where the use is solely for convenience. In no case shall any portions of the permanent wiring be energized for construction purposes until the portions have been inspected and released by the electrical code enforcement official.

The responsible agent shall maintain the energized electrical system or that portion of the building containing the system in a secured and locked manner to exclude unauthorized personnel. The responsibility agent shall assume the responsibility to alert personnel working in the vicinity of the energized electrical system to its presence.

Adequate inspections, as deemed necessary, by the code enforcement official shall be made prior to energizing to assure it complies with the requirements of Sec 10.8 (NC Administration and Enforcement Requirements Code).

Consent of Responsible Agent

The responsible agent shall consent to all provisions of Sec 10.8.2 (NC Administration and Enforcement Requirements Code). Additional, consent shall be extended to remove all power supplied to a building or structure under these provisions when in the sole discretion on the code enforcement official, such service is no longer consistent with the provisions of this section. The responsible agents signature shall be deemed to consent to this section.

Unauthorized energizing or use of the permanent wiring system or any portion thereof shall be prima facia evidence of a hazard, which at the sole discretion of the code enforcement official may result in disconnection of power as prescribed and allowed by Law.

I am the *Land Owner* *Agent* *Contract Purchaser* *Lessee* (Mark One) and by signature authorize submittal of this application.

Printed Name: _____

Signature: _____ Date _____

UNDER NO CIRCUMSTANCES SHALL A STRUCTURE BE OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY.

Compliance with the State Sedimentation Pollution Control Act

State law prohibits issuance of a building permit for any development requiring an erosion and sedimentation control plan under the North Carolina Sedimentation Pollution Control Act of 1973 (G.S. § 113A-50 et seq.) unless and until such plan has been approved by the appropriate State agency. Within Onslow County, that agency is the Wilmington regional office of the State Department of Environment and Natural Resources (DENR), Division of Land Resources, Land Quality Section).

The Act requires approval of an erosion and sedimentation control plan whenever land-disturbing activity on a tract would uncover more than one acre of land. The Land Quality Section has interpreted this one-acre threshold as applicable not just to individual lots or parcels for which a building permit is sought, but to any combination of lots within a subdivision that are owned and being developed by a single developer or builder - whether or not the lots are contiguous.

If you propose development that might disturb more than 1 acre - either on the lot or parcel for which you seek a building permit, or cumulatively on all lots within a subdivision for which you have or will seek building permits - we recommend that you contact the regional office of the Land Quality Section (see contact information below) before submitting a building permit application and confirm whether or not approval of an erosion and sedimentation control plan is required.

Check one of the following boxes and sign below.

I certify that the land-disturbing activity proposed by this application (whether by itself or combined with that being undertaken or proposed to be undertaken under my control elsewhere in the same subdivision)

complies with an erosion and sedimentation control plan approved by the regional office of the NC Land Quality Section under the State Sedimentation Pollution Control Act of 1973. **Attach a copy of a Letter of Approval with Modifications and Performance Reservations from the regional office of the NC Land Quality Section applicable to the subject site.**

does not require approval of an erosion and sedimentation control plan under the State Sedimentation Pollution Control Act of 1973. **Be aware that if the NC Land Quality Section subsequently issues a Notice of Violation stating that such approval is required, we will, pursuant to G.S. 153A-361-363, issue a stop work order and withhold any certificate of occupancy until the Land Quality Section approves a plan, and revoke the building permit if no plan is submitted to the Section by its deadline.**

Applicant's Signature

Date

For more information about the State erosion and sedimentation control regulations, contact:

Dan Sams
Regional Engineer
NCDENR
Division of Land Resources
Land Quality Section
127 Cardinal Drive Extension
Wilmington, NC 28405
Phone: 910-796-7215
FAX: 910-350-2004
e-mail: dan.sams@ncmail.net

Karl Hammers
Environmental Specialist
NCDENR
Division of Land Resources
Land Quality Section
127 Cardinal Drive Extension
Wilmington, NC 28405
Phone 910-796-7372
FAX: 910-350-2004
e-mail: karl.hammers@ncmail.net

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