



## Town of Atlantic Beach NC Planning and Inspections Department

### PERMIT APPLICATION REQUIREMENTS

#### USEFUL CONTACTS

CAMA  
(252) 808-2808  
Environmental Health  
(252) 728-8499  
County Inspections  
(252) 728-8497  
Town Clerk  
(252) 726-2121

*Donna Turner*, Director of Inspections, (252) 726-4456 ext 243, [inspectionsdirector@atlanticbeach-nc.com](mailto:inspectionsdirector@atlanticbeach-nc.com)

*Jessica Fiester*, Director of Planning & Zoning, (252) 726-4456 ext 239, [planner@atlanticbeach-nc.com](mailto:planner@atlanticbeach-nc.com)

*Nina Erwin*, Administrative Assistant, (252) 726-4456, [inspectionsadmin@atlanticbeach-nc.com](mailto:inspectionsadmin@atlanticbeach-nc.com)

Fax: (252) 727-7043

These steps apply to frame houses, accessory buildings, garages, decks, additions & docks!  
If your project is located in the maritime forest, please contact this office before removing plants or trees!

#### BUILDING PERMITS:

- Obtain an Authorization to Construct from the Environmental Health Department.
- Complete CAMA permits if applicable and complete development application.
- Plot plan of your property clearly showing where the structure will be placed and how many feet it will be from each property line. If applicable, CAMA lines also need to be demonstrated.
- Flood Plain Elevation Survey.
- An engineered stormwater management plan must be submitted with the zoning compliance application. Projects exceeding 25% coverage will not be reviewed until this has been received.
- Submit **two (2) sets of plans** to be approved and **signed by the Building Inspector**. **Three (3) sets of Plans** will be required for Commercial Projects.
- At the time the permit is written, we will need notarized statements from the contractor and any subcontractors stating they will be working on your project along with their license number. The permit cannot be obtained without these statements.
- When it is time for your inspections please call our office 252-726-4456. Please have your permit number available. A final as-built survey may be requested at this time. Prior to issuance of a CO a signed letter must be received stating that the engineered stormwater management plan has been installed as designed.

#### MANUFACTURED HOMES:

- Copy of authorization for wastewater or operation permit from environmental health.
- Plot plan of property showing setbacks of proposed building and CAMA lines where applicable.
- Notarized statements from contractors and sub-contractors.
- CAMA Permit if applicable. Also a Flood Plain Development Survey. (Elevation cert.)
- Cost, size, year, make and wind zone of manufactured home.
- Zoning Compliance Application.
- Stormwater management plan for homes exceeding 25% coverage
- When it is time for your inspections please call our office 252-726-4456. Please have your permit number available. A final as-built survey may be requested at this time. Prior to issuance of a CO a signed letter must be received stating that the engineered stormwater management plan has been installed as designed.

**Note: Please obtain permit before moving your manufactured home. You want to be sure your home is allowed in the Town of Atlantic Beach. Our Town has certain requirements with regards to wind zones. If removing an existing structure a demolition permit may be necessary.**