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## Thinking of Starting a New Business?

If you are opening a new business, there are some steps that you need to take to make your transitions easier and to comply with local and state codes and ordinances.

### 1. **Check for compliance with Zoning and Town Ordinance.**

Contact the Planning Department. A privilege license cannot be issued until the business has been approved by the Town's Planning and Inspections Department.

Planning Department 252-726-4456  
[planner@atlanticbeach-nc.com](mailto:planner@atlanticbeach-nc.com)

### 2. **Obtain a Privilege License**

In order to conduct business in the Town of Atlantic Beach, a privilege license must be obtained. This includes businesses that do not have a permanent business location in the Town but conducts business within the Town's jurisdiction on a regular basis. You will need to contact the Town of Atlantic Beach Tax Collector to obtain an application for a privilege license. The application should be obtained prior to scheduling inspections.

Tax Collector 252-726-2121  
[taxcollector@atlanticbeach-nc.com](mailto:taxcollector@atlanticbeach-nc.com)

### 3. **Schedule a Fire Inspection**

A privilege license cannot be issued until the business has been inspected by the Town's Fire Inspections Department in order to ensure compliance with the NC Fire Code and Town Ordinances. Some operations or procedures conducted in businesses may require Operational and/or Construction permits.

Fire Marshal 252-726-7361  
[DeputyChief@atlanticbeach-nc.com](mailto:DeputyChief@atlanticbeach-nc.com)

### 4. **Schedule a Building Inspection**

A privilege license cannot be issued until the business has been inspected by the Town's Building Inspections Department in order to ensure compliance with the NC Building Codes and Town Ordinances. The construction, installation and modification of buildings, equipment and systems may require Construction and/or Operational permits.

Building Inspector 252-726-4456  
[InspectionsDirector@atlanticbeach-nc.com](mailto:InspectionsDirector@atlanticbeach-nc.com)

**5. Notify Police of Emergency Contact Numbers**

The Atlantic Beach Police Department conducts regular business checks during and after hours to ensure the safety and security of our citizens, business owners and visitors. The Police Department requires emergency contact information to be submitted for all businesses. There are also requirements for the installation, removal, modification and use of private Security Alarms that may require registration and/or a permit.

Police Department      252-726-2523  
[policeadmin@atlanticbeach-nc.com](mailto:policeadmin@atlanticbeach-nc.com)

**6. Establish Water**

An application for water and trash service must be submitted to the Utilities Billing Clerk at Atlantic Beach Town Hall. A deposit may be required for service and additional water tap and impact fees may be applicable for new buildings, modifications and installation of new systems.

Utility Billing Clerk      252-726-1366  
[waterbilling@atlanticbeach-nc.com](mailto:waterbilling@atlanticbeach-nc.com)

**7. Special Note: (Food and Alcoholic Beverages)**

If your business involves serving food, please remember to contact the Carteret County Health Department by calling 252-728-8550. If your business involves alcoholic beverages, please remember to contact the North Carolina Alcohol Law Enforcement by calling 252-514-4720. A State permit must be obtained from the Alcohol Beverage Control Commission.