

TOWN OF EMERALD ISLE

7509 Emerald Drive
Emerald Isle, NC 28594
Town Hall: 252-354-3424
Town Hall Fax: 252-354-5068
Inspections: 252-354-3338 (planner)
Fire Department: 252-354-2445



NEW BUSINESS INFORMATION PACKET

Town Departments

Planning Department: 252-354-3338

Fire Department: 252-354-2445

Tax Collector: 252-354-3424

Police Department: 252-354-2021

TOWN OF EMERALD ISLE

Business within Emerald Isle's Corporate Limits

Thank You for deciding to establish your business in Emerald Isle. The following information should assist you in complying with all of the town's ordinances and procedures to help eliminate any problems you may encounter.

Enclosed you will find a check list which must be signed off completely, by the towns staff prior to your business being issued a "certificate of compliance" which allows you to open to the public. If you have a change of ownership, address, occupancy, or expansion, you will also need to go through these procedures again.

Procedures

1. You need to contact the town's Planning Department (252-354-3338) for an appointment to make sure your business will be in compliance with the towns, Zoning, Signage, & Parking ordinances. Any drawings you have will be helpful in this verification. This meeting is intended for you to be sure that whatever type of business you plan to open is permissible within the town ordinances, in the location you wish to open it. They will provide you a list of information you need to do in order to comply with all the local and state ordinances and laws. They will also provide you with a list explaining what you need to do to obtain you sign permit for this business. This list intended to let you know what is permissible in the location you choose to open your business in. If you are requesting an ABC permit please advise the staff at this time and give them whatever documentation you may have.
2. Once you have met with the planning department you should have a clear understanding of where you stand. You should be certain that the type of business you are planning to open is permissible in the location you chose. Once this is clear, the planning department will take the enclosed checklist and signoff that you are on track at meeting the zoning and sign ordinances. They will then forward this checklist to the fire inspector to schedule a fire inspection. If you have any questions you may contact the fire inspector or fire chief at 252-354-2445. These inspections must be completed before a "Certificate of Compliance" can be issued.
3. The Fire Inspector will call you as soon as he receives the checklist from the planning department. He will then set up a time to meet you at the business location. The business must be set-up as if it were ready to open for business. They will need to have either the owner or manager on site during this inspection. Items that the Fire Inspector will be looking for but not limited to are (exit signs, fire extinguishers with service tag, no extension cords, and clear and unblocked electrical panels)
4. If any structural violations are found, a permit must be obtained by from the Planning Department to make the corrections, and they must be corrected in accordance with the applicable code. If there are any additions or alterations to the buildings service systems and/or plumbing, a certificate from the County Health Department will be required by the Planning Director. All violations must be corrected within the time

TOWN OF EMERALD ISLE

period specified by the inspector. The inspector will not be able to issue the “Certificate of Compliance” until it is corrected.

5. No permits (ABC ...) Will be signed by Town Staff until the “Certificate of Compliance” is authorized to be issued.
6. A “Certificate of Compliance” must be issued prior to opening to the public. If there is any deviation to this property after the “Certificate of Compliance” is issued, you must apply for a permit from the Planning Department prior to beginning this work and must call for a final inspection. A new Certificate will then be issued after the work is complete and all work meets the current code. If a permit is not applied for, your certificate of compliance is subject to revocation.
7. At any time during this process you will need to complete the list given to you by the Planning department to obtain your sign and zoning permit. These two permits must be issued prior to a certificate of compliance being issued. The only exception would be if you do not plan on having a sign of any type for this business.
8. Once the zoning and sign permits are issued, and the fire and building inspections are found to be in compliance, the Planning Director will forward your checklist to the Tax office along with the certificate of compliance. They will in turn call you to make arrangements for you to apply for your emergency re-entry permit and receive your certificate of compliance.
9. The Tax office personnel will also issue your certificate of compliance for you to open your business. If you have requested an ABC permit the Tax Office will forward it at this time to the Town Manager with the appropriate documentation that your business is in full compliance.
10. If any information given on the business changes, you must contact the tax collector at the town hall 252-354-3424) within 10 day of this change in order to update your information.
11. If any of the above steps are not completed, your business will be in violation of town ordinance and you will not be allowed to open your business to the public.

General Information

- Please feel free to browse the town’s web site (www.emeraldisle-nc.org). We have all the town’s ordinances and other pertinent information available on it. Also if you are interested in joining the business association, you will find a link to their site.
- Any and all banners and temporary signs are prohibited in Emerald Isle.

TOWN OF EMERALD ISLE

- The Town does not provide for dumpster service for the businesses, if you wish to have a dumpster you will need to contact a provider and make arrangements with them.

TOWN OF EMERALD ISLE NEW BUSINESS CHECKLIST

Each department must signoff on this list prior to all requested licenses and permits signed and prior to a certificate of compliance being issued allowing you to open to the public.

Name and address: _____ Contact Name _____
 Of Business _____
 _____ Contact #: _____
 _____ Target Opening Date: _____

Type of Business: _____

Owner Name: _____ Owner Email Address: _____

Owner Mailing Address: _____ Owner Phone: _____

	Signature of Town Official	Date
1. Planning Department – Reviewed the following:		
a. The Towns Zoning Ordinances:	_____	_____
b. The Towns Sign Ordinances:	_____	_____
c. Sign Permit Issued	_____	_____
d. Referred to Fire Inspections		
2. Fire Inspector:		
a. Found to be in compliance with the State Fire Prevention Code:	_____	_____
3. Planning Department:		
a. Found to be in compliance with all Local and State Building Codes and Ordinances:	_____	_____
4. Tax Collector:		
a. Re-entry Permit Issued (\$25.00 each)	_____	_____
b. Issued Certificate of Compliance	_____	_____
c. PD Representative Contacted:	_____	_____
(If Applicable) d. State Permits _____ Approved _____ Concern	_____	_____