

# Town of Emerald Isle

Department of Planning and  
Inspections  
Josh Edmondson, CZO,  
Planner  
[jedmondson@emeraldisle-nc.org](mailto:jedmondson@emeraldisle-nc.org)



Mailing Address  
7500 Emerald Drive  
Emerald Isle, NC 28594

Physical Address  
7509 Emerald Drive

Voice 252-354-8548  
Fax 252-354-5068

## MEMORANDUM

**DATE:** June 8, 2015  
**TO:** Contractors, Developers & Home Owners  
**CC:** Frank A. Rush, Jr, Town Manager  
**FROM:** Josh Edmondson, CZO, Town Planner  
**SUBJECT:** **New Town of Emerald Isle Permit and Inspection Procedures**

As of June 10, 2015, the Town will be transitioning to new procedures with regards to making permit application and building inspections. As you may be aware, the Town has been in contract with Carteret County for inspection services over the last seven months. This will be continuing, however the County will now be undertaking some of the administrative support for inspections as well. Please review the following procedures when applying for permits and inspection request/services.

The following procedures apply for Building, Mechanical, Electrical, Gas and Plumbing permits that require no plan review by the Building Inspector or inspection by the Emerald Isle Town Planner:

- Application is submitted to the Town Planner for review
- The Town will issue the permit if application is complete
- From this point forward, all issues regarding the inspections including scheduling, code questions or requests for power will be handle directly through the Carteret County Inspections Western Office

Permits for new construction, accessory structures, additions, remodels or the like will use the following procedures:

- Application, building plans and all necessary plans/documentation submitted to the Town Planner
- The Town Planner will review the application and supporting documents for compliance with the Town's Code of Ordinances & CAMA (if applicable)
  - This includes dunes and vegetation, grading, driveway, stormwater, setback, cama and floodplain development or any other review deemed necessary to ensure compliance with the adopted Town Ordinances

- The Town will submit the application and building plans to the County to review for compliance with all Building Codes
- Once the application, building plans and supporting information are found to be in compliance with all Town and Building Codes, the Town will issue the permit
- All inspections needed for compliance with Town codes will be scheduled and inspected by the Town Planner:
  - These inspections include dunes and vegetation, grading, driveway, stormwater, setback, cana and floodplain development or any other inspection deemed necessary to ensure compliance with the adopted Town Ordinances
- All issues regarding building inspections, scheduling, code questions and the like will be handle directly through the Carteret County Inspections Western Office
- For those jobs needing a Certificate of Occupancy, the Town will issue a Certificate of Compliance to the County, who will then issue the Certificate of Occupancy

We understand there may be a few hiccups early on in this process. Our goal is to make the transition as smooth as possible with as little disturbance as possible. Our goal as always is to provide you with timely customer service and an excellent experience. This will continue and if you see ways we can improve we always welcome your suggestions. Your feedback is very important to us. Thank you in advance for your cooperation during this time.