

Requirements After Obtaining A Permit

1. Post permit at the job site in a manner to protect it from the sun and water damage.
2. A footing inspection is required by the zoning officer and a building inspector prior to pouring of the concrete. Under slab inspection, as appropriate. Foundation inspection, wood frame construction. Rough in inspection on electrical, mechanical, plumbing. Building framing inspection. Insulation and draft stopping inspection. Certificate of occupancy, final inspection.
3. Check posted permit at premises for signature of inspector before proceeding to next phase of work. When in doubt, call the Inspections office.
4. Certificate of Compliance will be issued after each inspection when the minimum code standards are met for electrical, plumbing, mechanical and building trades and will be retained as records. Copies are available at the Inspection Divisions office.
5. Certificate of Occupancy will be issued upon completion of all the state building codes, city ordinances, and landscaping requirement. This form will be available at the Inspection Divisions office after it has been signed by the appropriate inspectors.

Why Do We Do What We do?

Inspections Division:

Helping you build safely. The question most often asked by the public is, "Why do I need a permit?" Building permits are required to make sure that work that is performed meets all building code requirements as outlined by the North Carolina State Building Code. Permits are for the safety of the public. A building permit gives the owner permission to build, remodel and make additions to an existing building. Plans or a drawing are necessary for the Inspections Division to see what you plan to change on the structure. The Inspector will check the plans to see if they comply with the Building Code. If they do not comply, you will be informed of the necessary changes. In simple terms, a building permit is a tool to ensure the safety, welfare, financial investment and life of the structure, owner and occupants.

Commercial Information Brochure

Building a safer city.



**City of Jacksonville
Planning & Development Serv.
Inspections Division
815 New Bridge Street
P.O. Box 128
Jacksonville, NC 28541**

Phone: 910-938-5232 or 5235
Fax: 910-938-5208
www.ci.jacksonville.nc.us

Services We Provide

Issue building permits, for new construction for residential or commercial structures.

Issue building permits for remodeling, expansion, and/or repairing existing residential or commercial structures

Conduct mandated public school inspections

Conduct plan reviews for residential and commercial structures

Code Enforcement: (910)938-5286

Conduct Minimum Housing Inspections to assure that new structures and developments comply with our Minimum Housing Code and that violations are corrected promptly

Conduct unsafe building inspections for abatement or demolition

Correct Nuisance Code Violations, such as tall grass, overgrown lots, junked vehicles, etc.

Who Can Help You

Building Inspections:

Contact Fran Hunter or Josie Grynawski at (910) 938-5232 or 5235 or stop by City Hall from 8:00 am until 5:00 pm. Office hours for inspectors are 7:00 am until 4:00 pm. To find out what you will need **Steps For Obtaining A Permit**

mit

1. You must first submit a completed application along with building plans drawn to scale. Include in this information a certified survey map of the parcel; also an elevation certificate if in a flood zone. Forms may be received by stopping by City Hall, by mail, by fax or downloaded online at www.ci.jacksonville.nc.us.
2. Applications are received at the Inspection Divisions office and then routed for review to the offices of Public Services, Engineering, Planning, then returns to the Inspection Division for the last review and approval by a Building and Fire Inspector. This review process may take from 2 to 10 working days before a permit can be issued. The party responsible for obtaining the permit will be notified that the review process is complete or will be notified of any problems.
3. Permits are issued after all fees are collected. These may be paid by cash, check, credit card or charge with approval.