

Why Do We Do What We Do?

Mission: The Building Inspection Division is responsible for promoting public health, safety, and welfare and controlled development in our Community by ensuring that there is compliance with State and city Codes, Ordinances and Zoning regulations. The types of inspections that are conducted by the Inspections Division are: building, electrical, mechanical, and plumbing, minimum housing, nuisance code, Coastal Area Management Act, disabled accessibility code, and fire safety inspections for public schools and businesses.

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.

What Kind of Work Are You Planning?

While you need a permit for just about any work you plan to do in/on a commercial structure, that is not always the case for residential buildings.

For certain work on a Single Family Dwelling, you do not need a permit. See examples below:

- Painting, exterior and interior
- Wallpapering
- Building a non-load bearing wall/room partition
- Replacement of kitchen cabinets, etc.

For work on a Single Family Dwelling involving work of the following you will need to get a permit:

- Addition, repair or replacement of load bearing structure
- Addition or change in the design of plumbing systems
- Addition, replacement or change in design of an electrical system
- Addition, replacement or change in design of a heating or air conditioning system
- The use of materials not permitted by this code
- Addition of roofing, excluding replacement of like grade of fire resistance

Please remember: When in doubt, call us before you start work, we'll gladly answer your questions.

Informational 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

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 Grynawiski 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 **before you start** new construction, remodeling, repairs and additions please call or stop by.

We'll help you with:

- Permits for building, plumbing, electrical, and heating.
- Scheduling inspections
- Certificate of Occupancy to occupy your new business or home.

Important note: Certain work on your homes **does not** require a permit, so please call to find out if you need one **before you start!**

FIRE INSPECTIONS OFFICE

Conduct State Mandated Fire Safety Inspections of all commercial structure to include businesses, schools, day care centers, etc.

Contact our Fire Marshall (John Reed) or Fire Prevention Inspector (Brian Kelly) at (910) 938-5242 or (910) 938-5215.

They'll help you with:

- Setting up Fire Safety Inspections for your business
- Setting up Fire Safety Educational

Classes

Zoning/Code Enforcement:

Contact our Zoning Code Enforcement office at (910) 938-5361

They will help you with:

- Making sure that your planned structure or development complies with City Zoning Ordinances
- Making sure that your business signs meet City regulations

What will it cost

Building Permit Fees are based on the total square footage of the project.

Please see fee schedule for permits fees.

Fire Inspections fees are based on the square footage of the building:

Please contact the Fire Marshall or Fire Prevention Inspector if you have any questions regarding fire inspection fees. You can reach them at (910) 938-5242 or (910) 938-5215.