

THE PERMITTING PROCESS

Step 1: Complete all required applications, including applicable Zoning Permits and sewer letters from other municipalities, and submit them to the Permitting Technician. All applications are available on the Craven County Planning and Inspections web site for your convenience.

Step 2: A Technician will process the application(s), which will be forwarded to each respective department for Land Use review and Environmental Health review. Water and Sewer reviews are a separate entity; information is not forwarded from our department.

Step 3: A Planner will review the site to determine if applicant can develop as requested. Planners will verify flood zones, addresses, surface drainage, easements, fill, minimum lot size requirements, zoning and any other characteristics that may indicate whether a site may be developed as requested.

Step 4: Environmental Health personnel will check the site to see if it is suitable for a septic system. EH personnel will consult with Permitting Technicians and issue permits accordingly. If applicable, a Sewer review* will take place in lieu of Environmental Health. If approved, each respective department will issue either a septic tank improvement permit or approval for connection to water and sewer lines.

Step 5: After reviews are complete, the application(s) will be forwarded to the Building Inspections Department for final review. The Building Inspectors will review the construction plans, if any, for the site. For buildings located in River Bend, Certificates of Compliance must be received from the town. Once all building code requirements are met, a Certificate of Occupancy will be issued.

*Sewer review is conducted through the City of New Bern. Please contact their office for questions.

Frequently Asked Questions

- **Where do I go to get a land development permit in Craven County?** Go to the Planning and Inspections office located at 2828 Neuse Boulevard in New Bern.
- **What information do I need to provide in order to be issued a land development permit in Craven County?** You will need a completed application, a plot plan and a copy of the deed.
- **How long does it take to process my permit once I've submitted all of the necessary information?** Amount of time varies depending on the nature of the application.
- **Once I receive my development permit, how long do I have until it expires?** You have six months after the date of issuance to begin work on the project. Once a building inspection has been done, you have one year until your next inspection or the permit is no longer valid.
- **Whom should I call if I have questions concerning my permit or an inspection?** Stickers are left on site after each inspection concerning its status; or call the office to speak with an inspector.
- **If I am submitting plans for a subdivision or a mobile home park, how far in advance should I turn them in?** The Craven County Subdivision and Mobile Home Park Ordinances state that plans must be submitted no less than 15 days prior to the Craven County Planning Board meeting in which said plat is to be reviewed. Meeting dates will be posted on the Planning and Inspections web site.
- **Are there any additional fees for the issuance of a land development permit?** At this time the fee schedule will remain the same and is available at the Planning and Inspections office and website.

CRAVEN COUNTY

PLANNING AND INSPECTIONS

Central Permitting

Your Link to One-Stop Development Permitting



2828 Neuse Blvd.
New Bern, NC 28562
Planning Phone (252) 636-6618
Inspections Phone (252) 636-4987
Fax (252) 636-5190
<http://www.cravencounty.com>

ABOUT CENTRAL PERMITTING

The Planning and Inspections department has established a central permitting system that allows all county permitting functions to be handled at one location. This system enables citizens to apply for and obtain all required development permits more quickly and conveniently. Customer service has been improved through a faster, simpler application process. Central Permitting Technicians are available from 8 a.m. to 5 p.m. to assist you throughout each stage of the process. All of the necessary applications will be available online and at the Planning and Inspections office.

PLANNING & INSPECTIONS

The objectives of the Planning and Inspections Department are to help promote and coordinate the orderly growth and development of lands within the county, aid in the orderly development of county government and promote the public health, safety, and general welfare of the community through proper planning techniques and accurate enforcement of building codes and regulations set by the State of North Carolina and Craven County.

The Planning and Inspections Department provides a variety of services, including the review of residential and commercial projects and the enforcement of NC State Building Codes and Craven County Ordinances. Central Permitting enables staff to perform required reviews and applicable enforcement actions in a more effective, efficient, service-oriented manner.

PERMIT APPLICATIONS

The permitting process begins with the submittal of the general information sheet and land use

application. The following is designed to assist you in determining which other applications you will need to submit at the permit desk:

- ❖ **Land Use**- This application, along with the General Information sheet, must accompany **all** other applications being submitted. The Land Use application describes the proposed development.
- ❖ **Development in a Flood Hazard Area**- If developing in a designated flood hazard area, this application must be submitted. Development includes, but is not limited to, new construction, subdivision, grading, fill/excavation, mobile home park, and alteration/repair of a septic system.
- ❖ **New Septic System**- This application must be completed if you plan to install a new septic system, or if you wish to increase the flow or change the use of an existing septic system.
- ❖ **Repair of a Septic System**- This application should be submitted if you need an improvement permit or authorization to repair an existing septic tank system.
- ❖ **Existing Septic System**- If seeking approval of an existing system or authorization to connect in a mobile home park, this application must be completed.
- ❖ **Building Inspection**- A permit shall be obtained prior to the beginning of construction, alteration, or repairs, other than ordinary repairs, using the appropriate application. Ordinary repairs are non-structural repairs and do not include addition to, alteration of, or replacement or relocation of water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electrical wiring, or mechanical or other work for which a permit is required.

Furthermore, a permit must be issued if a building, structure, or service system is to be erected, constructed, enlarged, installed, altered, repaired, moved, removed, converted or demolished. To access the NC State Building Code, please visit www.ncdoi.com.

- ❖ **Mobile Home Inspection**- This application must be submitted any time a mobile home is being set up, relocated, etc. If you have specific questions regarding mobile homes, please call a Building Inspector.

HOW TO EXPEDITE THE PERMITTING PROCESS

- Visit the Planning and Inspections website to download all applications and to view Craven County ordinances in full text
- Have applications completed before beginning the process in the Planning and Inspections office
- Have project number and/or parcel ID number ready when inquiries are made
- For further information, review the “Frequently Asked Questions” and “Fee Schedule” sections of the Planning and Inspections website
- You can obtain tax assessor information and maps by visiting the Craven County Geographic Information System web site- <http://gis.cravencountync.gov/>
- Be familiar with the permitting process as described in this brochure