

Frequently Asked Questions

Planning and Inspections-

How do I find out if my property is located within a flood zone?

The Planning Department can determine if your property is within a flood zone. Please have a street address or parcel ID# available for reference.

Is there zoning in Craven County?

Please refer to the Craven County Regional Airport Height Control Ordinance and the Marine Corps Air Station Zoning Ordinance for further information. Although there is currently no county-wide zoning ordinances for Craven County, you may live within the jurisdictional boundaries of a municipality that does have a zoning ordinance.

Which permit application do I need to fill out?

Please refer to the section of this website entitled "Permit Applications" for a brief overview of each application. The applications can be downloaded and printed in the convenience of your home.

Where do I go to get a land development permit?

Go to the County Planning and Inspections office located at 2828 Neuse Boulevard in New Bern.

Why do I need a building permit?

NC General Statutes require a permit to be obtained if a building, structure or service system is erected, constructed, enlarged, installed, altered, repaired, moved, removed, converted or demolished. If you build without obtaining the necessary permits, you will be asked to stop work and obtain the necessary permits. If you continue, a written stop work order will be issued.

What information do I need to be issued a permit for a house?

You will need a completed application, 3 copies of drawings, and septic/sewer permit and a plot plan.

How long does it take to process my permit once I've submitted all of the necessary information?

Amount of time will vary depending on the nature of the application.

What will happen if I decide to build without being issued appropriate permits?

You will be asked to stop work and obtain the necessary permits. If you continue, a written stop-work order will be issued.

If my home is located within a flood zone, what is required to receive a permit?

You will need an elevation certificate or surveyed plot plan with information.

What information is needed before I can be issued a mobile home permit?

You will need a completed application, septic permit and an elevation certificate (if your home is located within a flood zone).

Why must I have prior sewer and/or septic approval before being issued a development permit?

Your sewer or septic source must be verified.

What are the required inspections on a mobile home?

Only one final inspection is required on a mobile home. We will make unannounced spot checks on marriage walls on double and triple-wide units.

In reference to mobile home qualifications, what is meant by a Zone I, II or III classification?

The numerical zone is determined by the NC Department of Insurance and is dependent on how close your property is to the ocean. Zone I is for interior counties and Zone III is for coastal counties. Craven County has been designated as Zone II.

Why is the zone rating on my mobile home so important and is there anything I can do to make my mobile home meet the zone requirement for Craven County?

The zone rating of a home is determined by how the home is constructed and anchored down. The zone rating of a home cannot be changed after construction.

Once I purchase my permit, what is the procedure for requesting an inspection?

The permit holder must call the inspections office during business hours with the correct permit number to request an inspection. The inspection will be done within the next two days. Your inspection will be done as soon as possible, however we cannot promise an exact time. You may call the inspections office after 8:30am on the date of your inspection to find out whether it will be am or pm.

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 an inspection has been done, you have one year until your next inspection or the permit is no longer valid.

Do I need to be present at the site at the time of my inspection?

You do not need to be present for an inspection, although we must have access to the interior of the home should that be necessary.

How will I know if my inspection has passed or failed?

There will be a sticker left at the job site to inform you. A green sticker means you can proceed with construction (be sure to read the notes). A red sticker means your inspection has failed. The items listed on the sticker must be corrected and re-inspected before proceeding onto the next level of construction.

Should my final electric inspection pass, how soon should I receive power onto my residence?

The electrical supply company will be notified the same day as the inspection. After they have been notified, it is up to them as to when power is connected. We suggest you contact them prior to your inspection and make sure they have been given proper information. Their information must match what we have in our system.

Whom should I call if I have questions concerning my permit or an inspection?

You may contact the inspections department during business hours on the day following your scheduled inspection and speak with a permit technician.

Where can I access the North Carolina State Building Code?

Information on the NC State Building Code can be accessed at www.ncdoi.com. Click on "Office of State Fire Marshall" and then "Engineering and Codes Division."

Environmental Health-

What do I do if I want to install a new septic tank system?

1. Complete a land use application and an application for new septic system (new construction / flow increase).
2. Check the box for Improvement permit.
3. Environmental Health will perform a site and soil evaluation of the property.
4. If an improvement permit is issued, you may then apply for Authorization to construct.
5. You can apply for the Authorization to construct immediately after completing any conditions of the Improvement Permit and / or any time before expiration of the Improvement Permit.

What do I do if I move or replace a mobile home or build a home on my property using an existing septic tank system? (no increase in number of bedrooms)

1. Complete a land use application and the application for existing septic tank system.
2. Check the box for "relocation of home not in a mobile home park."
3. Environmental Health will perform a site evaluation of the property.

What should I do if I want to build a garage on my property?

1. Complete a land use application and the application for existing septic tank system.
2. Check the box for "detached structure."
3. Environmental Health will perform a site evaluation of the property.

What is the procedure for moving or replacing a mobile home in a mobile home park?

1. Complete a land use application and the application for existing septic tank system.

North Carolina State Statutes require this.

2. Check the box for “authorization to connect in a Mobile Home Park.”
3. Environmental Health will perform a site evaluation of the property.

What if I need to repair my existing septic tank system?

1. Complete a land use application and the application for repair of a septic tank system. There is no fee for this application.
 2. Check the box for “authorization to construct.”
3. Environmental Health will perform site and soil evaluation of the property.