

Frequently Asked Questions

Planning and Inspections

[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?](#)

Land development permits can be applied for and received from the County Planning and Inspections Department 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 receive a building permit? \(residential or commercial construction building permit\)](#)

To receive a building permit you must complete and submit a general information form, building inspection application (specific to your project), a septic/sewer permit, 3 copies of drawings and a plot plan. *Please note the inspector may contact you requiring additional information upon plan review*

[How long does it take to process my permit once all of the necessary information has been submitted?](#)

The amount of time it takes to process a permit is dependent upon the nature of the permit for which you are applying.

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. This information is also available from <http://fris.nc.gov/fris/> if you need help with the site, Planning may be able to provide some assistance (252)-636-6618.

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

If your home is located within a flood zone; you may need an elevation certificate or surveyed plot plan with information, along with a flood development permit.

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

A completed application, a septic permit and an elevation certificate (if your home is located within a flood zone) are necessary before a mobile home permit can be issued.

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

According to NC State Statute 130 - A 333 - 345 the sewer or septic source must be verified before a development permit may be issued.

What are the required inspections on a mobile home?

Only one final inspection is required on a single wide mobile home. We will make inspections on marriage walls of double and triple-wide units.

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

Zones are determined by the NC Department of Insurance and are dependent on how close the 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, except by an engineer licensed in North Carolina.

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

Upon purchase of the permit, the permit holder must call the inspections department during business hours with the correct permit number to request an inspection. It is customary that the inspection will be performed 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. Inspectors will attempt to accommodate your schedule but due to the size of Craven County, this cannot be guaranteed.

Once I receive my building permit, how long do I have until it expires?

Once your permit is issued, you have six months after the date of issuance to begin work on your permitted project. Once an inspection has been done, you have one year until your next inspection is required, or the permit will “expire” in our permitting system. This rule applies to all future inspections on this permit.

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

You do not have to be present during any inspection, unless you are an owner/builder. If due to the nature of the inspection, interior access is required accommodations should be made in anticipation of your inspection prior to the inspector's arrival at the inspection location.

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

There will be a sticker left at the job site to inform you of to the status of your inspection.

A green sticker means you can proceed with construction (be sure to read all notes).

A red sticker means your inspection has failed. The items listed on the sticker must be corrected and a re-inspection must be scheduled & passed before proceeding onto the next level of construction.

If no notes are left on the sticker, please call the office between 4pm and 5pm to speak with the inspector concerning your failed inspection.

If my final electrical inspection passes, how soon will I receive power at my job site?

Your electrical supply company will be notified (by the inspector or office personnel) on the same day the inspection is passed. After they have been notified, the time in which power is placed at a site varies. We suggest you contact the electrical supply company prior to your inspection and make sure they have been given proper information and all applicable fees are paid to ensure service is connected in a timely manner. Their information (names and addresses) must match what we have in our system.

They will also need a valid approval for an existing septic system or a valid operation permit from Environmental Health on a newly installed septic system.

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

You may contact the Inspections Department (252-636-4987) during business hours on the day following your scheduled inspection and speak with a permit technician. If you have a technical question concerning a failed inspection, it is important that you speak with your inspector between the hours of 8am-9am or 4pm-5pm.

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 an improvement permit. As part of this application you will need a survey or plot plat, if available. But, if one is not available a tax map may be sufficient.
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 an existing septic system approval 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 an existing septic system Approval 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 an authorization to connect 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