



Nice Matters!

**Emerald Isle
Planning and Inspections**
7500 Emerald Drive
Emerald Isle, NC 28594

252-354-3338 office
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Emerald Isle Business Registration

Thank you for deciding to establish your business in Emerald Isle! The following information is provided to assist you in complying with the Town's ordinances and procedures. On the next page, you'll find the registration checklist. This must be completed by applicable Town Staff prior to issuance of a Certificate of Compliance to open your business to the public. Satellite or Itinerant Merchants would not use this form for permitting – only businesses in permanent locations. If the business changes ownership, location, occupancy, or size, you will need to complete this process again. This is important to ensure that your annual or biannual Fire Inspections continue to occur without issue.

Registration Process

1. First Steps: Contact the Town's Planning Department at 252-354-3338 to ensure that your business is permitted in the zoning district in which you want to be located. This would be confirmed by the uses allowed in that district, the number of parking spaces required for that use, signage, and any other applicable dimensional standards. The Planning Department will retain the checklist and send it to the Fire Department for further review.
2. Other Permits: You may wish to change plumbing, electrical, walls, etc. at your new business – for that work, you must obtain building and/or trade permits from the Carteret County Inspections Department (252-222-5833). Locations served by septic systems will require approval from the Carteret County Environmental Health Department (252-728-8499). Food and lodging establishments also must be permitted by the Environmental Health Department.
3. Fire Code Compliance: Once the Fire Department (252-354-2445) receives the business registration checklist from the Planning Department, they will contact you to set up an inspection. Once the fire inspection is satisfactorily completed (and any deficiencies corrected), the Fire Inspector will return the checklist to the Planning Department for final processing.
4. Final Touches: Once all required inspections are complete and the checklist has required signatures, the Planning Department will issue the Certificate of Compliance. This will need to be available on location during business hours but does not have to be displayed.

Keep In Mind...

- ABC Permit: If an ABC permit is required for your business, the Planning Department would complete the section for Zoning Official, Carteret County Inspections would complete the section for Building Inspector, and Fire Department would complete the section for Fire Inspector. You may request those inspections concurrently with the business registration process.
- Hurricane Re-Entry Permit: Business owners are eligible to purchase a Hurricane Re-Entry Permit, which allows owners and residents to return Emerald Isle following a mandatory evacuation.
- Garbage and Recycling: The Town does not provide for commercial dumpster service. Businesses are required to arrange their own garbage and recycling removal.



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Emerald Isle Business Registration Checklist

A completed business registration checklist and subsequent Certificate of Compliance is required prior to operation of a business in the Town of Emerald Isle.

Business	<u>Business Name</u>	
	<u>Business Location Address</u>	
	<u>Type of Business</u>	
	<u>Business Phone Number</u>	
	<u>Business Website/Social Media</u>	
	<u>Target Opening Date</u>	
Main Contact	<u>Contact Name</u>	
	<u>Contact Mailing Address</u>	
	<u>Contact Phone Number</u>	
	<u>Contact Email Address</u>	
Property Owner	<u>Property Owner Name/Company</u>	
	<u>Property Owner Phone Number</u>	
	<u>Property Owner Email Address</u>	

- Checklist Below for Official Use Only -

Planning Department Review

- Use Type: _____ Zoning District: _____
- Parking Required: _____
- Signage Allowed: _____
- Other Requirement: _____
- Compliant with the Unified Development Ordinance: _____ planner signature _____ date

Fire Department Review

Compliant with the State Fire Prevention Code: _____ fire inspector signature _____ date

Outside Permits: ABC License Septic Approval Building/Trade Permits
 Food/Lodging Other: _____

Certificate of Compliance Issued: _____ date by _____ planner signature