

Online Zoning Permit Application

Please note that incomplete applications are not saved.

You must have JavaScript enabled to use this form.

Type of Zoning Permit

Type of Zoning Permit

- Residential Zoning Permit
- Sign Permit
- Accessory Structure Permit
- Fence Permit
- Commercial Zoning Permit
- Home Occupation Permit
- Driveway Permit
- Other

Please specify

Property Owner Contact Information

Property Address

Project Address

Contact Information

Property Owner Name

Property Owner Email Address

Property Owner Phone Number

Contractor Information

Do you have a contractor?

Yes

No

Contractor Contact Information

Contractor Name

Contractor Company (if applicable)

Contractor Email
Contractor Phone

Detailed Project Description

Project Description

Please provide height, sq. ft., setbacks, use, etc.

Signed HOA/ARC Approval (if applicable)

Please attach the signed HOA/ARC approval letter if applicable.

Choose

One file only.

256 MB limit.

Allowed types: gif, jpg, jpeg, png, bmp, eps, tif, pict, psd, txt, rtf, html, odf, pdf, doc, docx, ppt, pptx, xls, xlsx, xml, avi, mov, mp3, mp4, ogg, wav, bz2, dmg, gz, jar, rar, sit, svg, tar, zip.

CAMA Questions

Is the project located in a CAMA AEC?

- Yes
 No

AEC

- Estuarine Shoreline
 Outstanding Resource Waters (ORW)

Flood Zone Questions

Is the project located in a Flood Zone?

- Yes
 No

Flood Zone

Example: AE9

Base Flood Elevation

Example: 10 feet

Proposed sq. ft. of area to be enclosed below Base Flood Elevation

Project Related Documents

Please attach project related documents as one file

Please attach the following documents if applicable:

- Site Plans
- Septic System Permit
- CAMA Permit
- Base Flood Elevation Certificate

One file only.

256 MB limit.

Allowed types: gif, jpg, jpeg, png, bmp, eps, tif, pict, psd, txt, rtf, html, odf, pdf, doc, docx, ppt, pptx, xls, xlsx, xml, avi, mov, mp3, mp4, ogg, wav, bz2, dmg, gz, jar, rar, sit, svg, tar,

Choose a file

Submission Authorization

I am the property owner or entity authorized by the property owner to conduct the abovementioned activities at the project address listed above. I agree to comply with all applicable sections of the Town of Cape Carteret Code of Ordinances and to obtain all necessary federal, state, and local permits that may apply. Further, I hereby grant access to the property to the Town of Cape Carteret and its agents to enter onto the property to periodically conduct inspections and to monitor the status of the proposed work. I understand that a stop work order may be issued if I fail to comply with the conditions of my Zoning Permit or if I deviate from the plans that have been submitted and approved by the Town of Cape Carteret Planning and Inspections Office.

Further, I understand that I must schedule a final inspection promptly upon the completion of work. Failure to schedule a final inspection may result in fines, penalties, or permit revocation. Final inspections can be requested by calling 252-393-8483 or by emailing jshambaugh@capecarteret.org.

Submitter Information

Submitter Name

Submitter Email

I verify I am the property owner or entity authorized by the property owner to submit this Zoning Permit Application.

Payment Validation for Residential Permit \$100

Please submit Zoning Application Fee of \$100 by navigating to the [Payment Portal](#).

After payment be sure to submit application on this page.

Payment Validation for Commercial Permit \$200

Please submit Zoning Application Fee of \$200 by navigating to the [Payment Portal](#).

After payment be sure to submit application on this page.

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Submit