

IMPORTANT INFORMATION REGARDING REPAIRING FLOOD-DAMAGED PROPERTY

This information is being provided in an effort to help citizens understand the process for repairing flood-damaged property. Please remember, **there will be no fees charged for any permits for storm damage, but paperwork must be completed to comply with NC Building Code and the National Flood Insurance Program.**

Once you have removed flooded materials and started the drying out process, please make sure the following permits have been issued:

1. Contact the Planning & Inspections Office 252-794-5336
 - The Building Inspector needs to see the structure BEFORE repairs are made to determine what permits are required.
 - Permits and inspections are required for:
 - Electrical work, including changing or moving outlets
 - Structural repairs prior to replacing wall covering/sheetrock
 - Replacing insulation
 - Replacing HVAC systems and/or ductwork
2. Contact the Floodplain Administrator's Office 252-794-5336 or 252-794-6185
 - Flood Development Permits are required.
 - The Floodplain Administrator will need to issue flood development permits for any work and repairs completed for property located in the flood zone.
 - Before repairs are completed, a Substantial Damage Determination should be made for your property.
 - Substantial Damage and Improvement to property means that the cost of the repair and improvement is equal to or greater than 50% of the pre-damage/pre-improved value of the structure.
 - The NC Building Code as well as the local Flood Damage Prevention Ordinance require substantially damaged structures be compliant with current code.
 - **Please find out if your property is substantially damaged before you are too far in the repair process!**