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Kitty Hawk, NC 27949



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[www.townofkittyhawk.org](http://www.townofkittyhawk.org)

## Doing Business in the Town of Kitty Hawk

March 2014



The Town of Kitty Hawk provides services to support entrepreneurs and business start-ups, as well as our established companies.

**You will need to complete the following items before conducting business in the Town:**

Business information form	no fee
Fire Inspection	no fee

**Depending on the type and location of your business, you may need one or more of the following permits before establishing your business in the Town:**

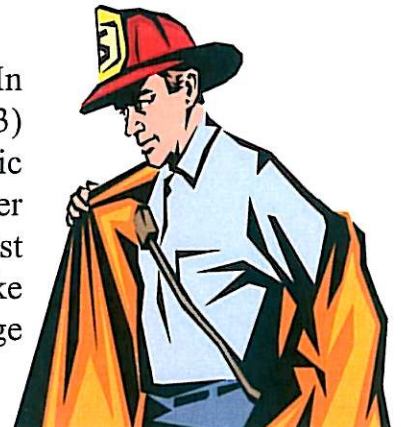
Conditional Use Permit	\$300
Conditional Use Permit-Family Day Care	\$50
Commercial Building Permit	varies
CAMA Permit/CAMA Exemption	\$100/\$50
Home Occupation Permit	\$50-\$100
Sign Permit	varies
Banner Permit/Temporary Sign Permit	\$25 + \$50 bond
Outdoor Gathering Permit (no tent)	\$50
Outdoor Gathering Permit (with tent)	\$75

**\*\* NOTE:** Information and fees may be subject to change in the future. Please contact the Planning & Inspections Department to verify information.

**Electrical Safety Inspection** of the electrical service required if electricity has been disconnected before energizing the electrical system.

### **Fire Inspections:**

A fire inspection is required for any new business in Kitty Hawk. In addition, fire inspections are conducted for businesses every three (3) years, manufacturing uses every two (2) years, and uses involving public assembly (restaurants, churches, meeting halls, etc.) every year. Sprinkler systems are inspected every year. The Fire Department will also assist your business in changing the batteries or replacing a defective smoke detector. You're welcome to contact Ben Alexander at 261-3552 to arrange a fire inspection.





### **Site Plan Review/Conditional Use Permit:**

The new development of a commercial property or significant changes to an existing, developed property require the approval of a site plan for the proposed project. Certain uses are classified as conditional uses, which require review by the Kitty Hawk Planning Board and Town Council. In these cases, the Council may impose reasonable and appropriate conditions to ensure that the use is compatible with neighboring properties and mitigate any potential negative impacts. An application for the site plan review process or a conditional use permit may be obtained from Town Hall or from the Town website. Contact Joe Heard at 261-3552 for more information about the approval process.

### **Signs:**

A business or property owner must obtain a sign permit prior to any sign being constructed, placed, or modified within the Town of Kitty Hawk. All signs must be installed and maintained in conformance with the standards of the Town's sign ordinance. In addition, signs must comply with applicable provisions of the NC Building Code and be maintained in good structural condition. Joe Heard is available at 261-3552 to answer any questions regarding signs.

### **Temporary Signs and Banners:**

Business owners can obtain a temporary sign permit to use a temporary sign or banner for up to fifty (50) days at a time. Two (2) temporary sign permits can be issued to the same business on the same lot in any calendar year. You may contact Ben Alexander at 261-3552 to apply for a temporary sign or banner.



### **Outdoor Gatherings/Temporary Uses:**

An outdoor gathering is any temporary event that occurs outdoors and attracts an estimated attendance of 50 or more persons. No outdoor event or gathering can be held until an outdoor gathering permit is applied for and issued. A permit issued is valid for a period of up to seven (7) consecutive days. Live music or electric sound amplification must comply with noise standards of the Town Code. Use of a tent larger than 200 sq. ft. and canopies in excess of 400 sq. ft. requires a permit and inspection by the Fire Department. An application for an outdoor gathering permit (with or without a tent) may be obtained from Town Hall or from the Town website. Ben Alexander at 261-3552 can assist you with further information about outdoor gathering permits.

### **Home Occupations:**

A home occupation is a relatively low intensity business activity conducted by residents of a property. In order to be compatible with the surrounding residential area, a home occupation must comply with certain standards and conditions established by the Town of Kitty Hawk. Depending on the intensity of the use, a home occupation can be administratively approved by the Planning & Inspections Department or undergo more detailed review by the Planning Board and Town Council. You are welcome to contact Joe Heard at 261-3552 for more information about home occupation applications.





### **Emergencies/Evacuations:**

The Town of Kitty Hawk together with Dare County and FEMA have developed an evacuation plan, which helps determine where and when the public should evacuate as a hurricane approaches. The Planning & Inspections Department staff has information available to assist you in your personal or business emergency preparedness plan.

### **Protect Your Property/Business from Disaster:**

#### **All Natural Hazards:**

Protect business records and inventory  
Install a generator for emergency power

#### **Fire:**

Deal with vegetation and combustible materials  
Replace roofing with fire-resistant materials

#### **Flood:**

Build with flood damage resistant materials  
Dry floodproof your building  
Add waterproof veneer to exterior walls  
Raise electrical system components  
Anchor fuel tanks  
Raise or floodproof HVAC equipment  
Install sewer/septic backflow valves  
Protect wells from contamination by flooding

#### **High Winds:**

Maintain exterior insulation finishing system walls  
Protect windows and doors with covers  
Reinforce double entry doors  
Reinforce or replace garage doors  
Remove potential windborne debris  
Secure metal siding and metal roofs  
Secure built-up and single-ply roofs  
Secure composition shingle roofs  
Brace gable end roof framing

In addition to these ideas, you can contact Dennis Speight or Donna Heffernan at 261-3552 for more information on potential hazards and tips on how to protect your self, family, home, business and property.



#### **Closing your business:**

Every year, many businesses close seasonally, some business owners retire, and some businesses choose to relocate. Please remember to advise the Town of your new contact information in case of an emergency.



# Helpful information

## Business related contact information & websites:

	Phone number	Website
Town of Kitty Hawk	252-261-3552	<a href="http://www.townofkittyhawk.org">www.townofkittyhawk.org</a>
Dare County	252-475-5000	<a href="http://www.dare.nc.com">www.dare.nc.com</a>
Alcoholic Beverage Control (ABC) Board	252-441-5121	<a href="http://www.abc.nc.com">www.abc.nc.com</a>
Emergency Management	252-475-5655	<a href="http://www.darenc.com/EmgyMgmt">www.darenc.com/EmgyMgmt</a>
Environmental Health Dept. (septic)	252-475-5080	<a href="http://www.darenc.com/health/Enviro.htm">www.darenc.com/health/Enviro.htm</a>
Public Works Dept. (trash removal)	252-475-5880	<a href="http://www.darenc.com/PublicWorks">www.darenc.com/PublicWorks</a>
Tax Office (sales tax, food and beverage tax, occupancy tax, property tax, etc.)	252-475-5952	<a href="http://www.darenc.com/Tax">www.darenc.com/Tax</a>
Outer Banks Chamber of Commerce	252-441-8144	<a href="http://www.outerbankschamber.com">www.outerbankschamber.com</a>
Outer Banks Visitors Bureau	252-473-2138	<a href="http://www.outerbanks.org">www.outerbanks.org</a>
N.C. Employment Security Commission	252-480-3500	<a href="http://www.ncesc1.com">www.ncesc1.com</a>
N.C. Department of Revenue (sales tax, tax id #, withholding)	1-877-252-3052	<a href="http://www.dornrc.com/business">www.dornrc.com/business</a>
N.C. Secretary of State (corporations, incorporating)	1-919-807-2000	<a href="http://www.sosnc.com">www.sosnc.com</a>
Small Business Administration	1-800-827-5722	<a href="http://www.sba.gov">www.sba.gov</a>
U.S. Treasury Department, IRS (employer identification number)	1-800-829-4933	<a href="http://www.irs.gov">www.irs.gov</a>
Federal Emergency Management Agency	1-800-621-3362	<a href="http://www.fema.gov">www.fema.gov</a>



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Staff	Title	E-mail Address
Joe Heard	Director of Planning & Inspections	<a href="mailto:jheard@kittyhawktown.net">jheard@kittyhawktown.net</a>
Dennis Speight	Building Inspector	<a href="mailto:dspeight@kittyhawktown.net">dspeight@kittyhawktown.net</a>
Ben Alexander	Fire Inspector/Code Enforcement Officer	<a href="mailto:balexander@kittyhawktown.net">balexander@kittyhawktown.net</a>
Donna Heffernan	Administrative Zoning Tech.	<a href="mailto:dheffernan@kittyhawktown.net">dheffernan@kittyhawktown.net</a>