



## PLANNING & COMMUNITY DEVELOPMENT



P.O. Box 905  
1048 Carriage Oaks Drive  
Carthage, NC 28327  
Planning: 910.947.5010  
Central Permitting: 910.947.2221  
Fax: 910.947.1303  
[www.moorecountync.gov](http://www.moorecountync.gov)

### **ABC-Alcoholic Beverage Commission/ATF - Alcohol, Tobacco and Firearms Permit Application Packet**

The Moore County Planning and Community Development Department and other County Departments review applications and plans. Upon review and approval of all aspects of your application, an ABC or ATF Permit shall be issued. The permit fees must be paid when you pick up the ABC or ATF Permit and before an inspection can be conducted.

#### **Customer Service Counter:**

The following functions and services are available through the Customer Service Counter at Moore County Planning and Community Development Department:

- Questions about the permit process are answered
- You can pick up application forms
- Submit permit applications
- Questions about ABC or ATF permits are answered
- Fees may be paid

#### **Reviews:**

Each county staff member who reviews your application relies on accurate information from you to determine if your submittal meets all the requirements of commercial development within the County of Moore. If your application does not accurately reflect existing conditions and what you are proposing to do, there could be significant delays in obtaining the permit. Please look through the following requirements of the review areas to avoid delays.

#### **Planning Department:**

The Planning Department reviews the application to ensure compliance with the Moore County Zoning Ordinance.

#### **Permit Issuance:**

Upon approval of all required reviews, an ABC or ATF Permit will be issued. Building permit fees must be paid at the time of picking up the permit. You will receive a permit card that must be posted on the job and a general information sheet that should be retained for your records. The permit card must be kept at the job site, waterproof and weather tight and be readily accessible to the inspector.

Your building permit is good for six months from the date of issuance. If no activity has occurred after the six month time period, your permit will be deemed expired. You must show activity through an inspection, on your permit during the first 6 months then every twelve months to keep the permit active. Permits stay active for one year from the date of the last inspection. Expired permits must be renewed and all applicable fees paid. When a permit expires and the scope of work has not changed, the permit may simply be renewed. If the permit has expired and the scope of work for the project has changed, a new permit may be issued for the project.

#### **Inspections**

Inspection requests shall be called into the Planning and Community Development Department at 910-947-2221 or 910-947-5010 between the hours of 8:00 am to 5:00 pm. The requests will be promptly scheduled. Footing and slab inspections will, if possible, be done the following day in the morning. A 24 hour next day inspection is what we aim to accomplish if scheduling allows. All violations of the building and fire codes will be noted at the time of the inspection and will require a re-inspection visit before final approval is granted.



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### EXTERNAL CHECKLIST FOR ABC (ALCOHOLIC BEVERAGE COMMISSION) / ATF (ALCOHOL, TOBACCO AND FIREARMS) PERMIT APPLICATION

- Completed Miscellaneous Permit Application. Applications are found within our department, Planning and Community Development located at 1048 Carriage Oaks Drive, Carthage, NC 28327, or online at [www.moorecountync.gov](http://www.moorecountync.gov), Department, Planning & Zoning, Applications. If you would like to speak with someone regarding these type of permit applications our telephone number is 910-947-5010 or 910-947-2221.
- The original copy of the ABC (Alcoholic Beverage Commission) or the ATF (Alcohol, Tobacco and Firearms) approval form must be provided on site at the time of the inspection. This ensures that the inspector can sign this form while on site. Access to all areas of the building is required at the time of the inspection. This allows for a thorough inspection of the building.



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Miscellaneous Permit Application			
Application Date: _____			
Location/Address of Property: _____			
Description of Proposed Work: _____ _____ _____			
Applicant: _____		Phone: _____	
Owner: _____		Phone: _____	
Owner Address: _____	City _____	St: _____	Zip: _____

Please list the names of any contractors who will be performing the work for this project. If the work will be performed by the owner just write owner or self in the name field. Please put N/A in any fields that are not applicable to the project.			
General Contractor:	Phone: _____	License: _____	
Address: _____	City _____	St _____	Zip _____
Electrical Contractor:	Phone: _____	License: _____	
Address: _____	City _____	St _____	Zip _____
Design Professional:	Phone: _____	License: _____	
Address: _____	City _____	St _____	Zip _____
Pool Contractor:	Phone: _____	License: _____	
Address: _____	City _____	St _____	Zip _____
I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws, ordinances and regulations. The Inspection Department will be notified of any changes in the approval plans and specifications for the project permitted herein. I understand if this application is incomplete, no inspections will be performed on the project.			
Owner/Agent Signature: _____			Date: _____