Permits “by Mail” Requirements

1. Submit completed Permit Request form by email (to only one inspector please) or Fax (252-338-1857)

2. Upon receipt of above, staff will process it and either call or email you the permit cost.

3. Upon receiving the permit cost, mail a check for said amount “payable to” the City of Elizabeth City. However, mail the check to the EC Insp. Dept. PO Box 347 Elizabeth City, NC 27909, along with a “copy” of your original email or Permit Request form (for reference) and a pre-addressed/stamped envelope for the return of your permit/receipt.

Elizabeth City Inspection Department Staff

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