



**TOWN OF ABERDEEN**  
**NEW BUSINESS SIGN-OFF SHEET**  
115 N. Poplar Street  
Planning / Zoning / Inspections  
910-944-7024 (voice) • 910-944-3672 (fax)

**ATTENTION NEW BUSINESS CUSTOMERS:**

The Town of Aberdeen requires that all new businesses, whether new construction or in an existing structure, be inspected by our Building and Fire Inspectors prior to beginning operation. This requirement is to insure the health, safety and welfare of our business owners, employees, and patrons. A Zoning Compliance Permit may not be issued until these inspections are passed and the required signatures below have been acquired.

- Contact Amy Fulp at (910) **944-7024** to schedule a building inspection.
- Contact Richard Saunders (910) **944-7888** to schedule a fire inspection.
- Access to the building interior must be arranged for inspections.

**Business Name:** \_\_\_\_\_ **email contact:** \_\_\_\_\_

**Street Address of business:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

Date \_\_\_\_\_  
\_\_\_\_\_ Building Inspector, Mike McGowan

Date \_\_\_\_\_  
\_\_\_\_\_ Fire Inspector, Richard Saunders

Date \_\_\_\_\_  
\_\_\_\_\_ Zoning Administrator, Kathy Blake

Please keep this form on site so that the Building and Fire Inspector can provide their signatures indicating that their respective inspections have passed.

Upon completion of the inspections, present this form to the Zoning Administrator to obtain a signature indicating that a Zoning Compliance Permit has been issued. We appreciate you choosing Aberdeen for your business investments.

**Business operation prior to obtaining these signatures may constitute a zoning violation.**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date