



# Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

Following the Mayor's declaration of a State of Emergency, the Town of Southern Shores is taking proactive steps to protect the health and well-being of our citizens and staff in the face of growing cases of the coronavirus COVID-19 both around the nation and here in North Carolina. Effective Monday, March 16, 2020 and continuing until further notice, government operations for the Town of Southern Shores have been modified in the following manner:

## Town Hall

Town Hall is currently closed to the public and all Town Hall business is being conducted via phone, email, fax, or other virtual means. Documents requiring delivery to Town Staff can be placed in the drop box located outside of the main entrance to Town Hall (nearest the flagpole).

## Meetings

The next Town Council meeting is scheduled for April 7, 2020 which may be subject to change. The meetings of all appointed Town advisory boards, commissions and committees will be modified to reduce vulnerability of people and property of the Town of Southern Shores. Meetings of groups not affiliated with government operations are not permitted in Town buildings until further notice.

## Building Inspections

Building inspections are still being conducted, however, meetings in person with the Building Inspector on-site are limited. Inspection requests should be called in to the Planning & Code Enforcement Department by calling 252-261-2394 ext. 3 or email Dabni Shelton, Permit Officer at [dshelton@southernshores-nc.gov](mailto:dshelton@southernshores-nc.gov).

## Permitting

Permit applications can be submitted online by utilizing the link to Citizenserve on the Town website: <https://www.southernshores-nc.gov/online-permit-submittals/>. The online portal will allow you to submit permit applications and view the status of your permits after they have been accepted. Once you log in to your account for the first time, we ask that you click on the link to 'Update My Information' and submit the most accurate and current information for yourself or your business, including contractor licensing information as it appears on the State website. Feel free to call the Planning & Code Enforcement Department at 252-261-2394 ext. 3 should you have any questions.

## Trash and Recycling

Trash and recycling are being collected as scheduled.

## Police Department Building

The Police Department Building is currently closed to the public and all non-emergent business is being conducted via phone, email, fax, or other virtual means. If you have business with the Police Department and need to contact someone there, please call 252-261-3331 or email Jennifer Couture at [jcouture@southernshores-nc.gov](mailto:jcouture@southernshores-nc.gov). In the event of an emergency, please call 911. For all non-emergencies, please call the non-emergency dispatch number at 252-473-3444.