



CODE ENFORCEMENT OFFICIAL

DEPARTMENT REPORT – NOVEMBER 2025

Code/Building Enforcement, Joe Hinks

- 15 Property inspections.
- 6 Plan Reviews.
- 4 Mercantile Licenses.
- 31 Building Permits Issued.
- 1 Stop Work order issued.
- Met with a remediation contractor concerning water damage in the home.
- Met with a contractor to get ground enclosure details and permitting paperwork.
- Met with WAPRO representative to return and replace valves that had too much head pressure.
- Met with Town Manager, Finance Director to discuss budget needs.
- Met with Town Manager, Finance Director, and Public Works concerning Flood Valves and plans.
- Met with a contractor concerning a desired step width increase.
- Met with a Builder and DNREC reps to discuss a unique situation on an Ocean Drive home.
- Met with a contractor concerning flood valve replacement and camera footage.
- Met with a homeowner doing many repairs and discussed what permits would be required.
- Met with a homeowner concerning a potential home elevation to address flooding concerns.
- Met with an Architect to see what changes need to be made on the ground floor to be FEMA compliant for a Substantial Improvement project.
- Attended 2 BOA Hearings. Both hearings were approved by the BOA.
- Assisted a homeowner with excavation concerns and how to contact Miss Utility.
- Reviewed possible locations for stairs with a homeowner.
- Assisted a homeowner with permitting for Solar Installation.
- Assisted the contractor with water leak repairs at Town Hall. Leak found and repaired
- Assisted the Mayor and Town Manager with a grading complaint by a resident.
- Inspected fence and walkway complaint on Ocean Drive.
- Multiple Final Certificate of Occupancy Inspections conducted.