



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Interlocal Agreement with the City of Jacksonville**

Board Meeting Date: **August 25, 2026**

Prepared By: **Jon Barlow – Town Manager**

Overview: Consideration of an Interlocal Agreement between the Town of Swansboro and the City of Jacksonville for the provision of building inspection and plan review services.

Background/Discussion/Fiscal Impact

Due to the current vacancy in the Town's Building Official position, staff has negotiated an Interlocal Agreement with the City of Jacksonville to ensure continuity of building inspection and plan review services for residents, contractors, and developers. Under the proposed agreement, Jacksonville will provide Level 1, 2, and 3 building, electrical, plumbing, and mechanical plan reviews and inspections while the Town retains responsibility for zoning permits, floodplain permits, fire inspections, permit intake, and fee collection.

Jacksonville will generally perform inspections within three business days of receiving a request and provide documentation to the Town. The agreement will be effective for an initial twelve-month term, with options for two additional one-year renewals, and may be terminated by either party with thirty days' written notice.

The Town will compensate Jacksonville on an hourly basis, including personnel costs and benefits, plus the applicable federal mileage reimbursement rate and a 10% administrative fee. Monthly costs will vary based on the volume of inspection services requested and are expected to be offset through existing permit and inspection revenues.

Staff recommends approval of the Interlocal Agreement with the City of Jacksonville to ensure uninterrupted building inspection and plan review services.

Background Attachment(s): Interlocal Agreement for Inspection Services

Recommended Action: Motion to approve the Interlocal Agreement between the Town of Swansboro and the City of Jacksonville for Building Inspection Services and authorize the Town Manager to execute the agreement and any related documents.

Action: _____

