



COMMERCIAL SERVICES PERMIT

PROCESSING FEES			
Zoning Verification Fee	\$30	Upfit Review Fee	\$30
Zoning Confirmation Letter	\$75	Demolition	\$30
Upfit Combined with Zoning Verification Fee	\$75	Technology Fee	10% of Total fee

SUBMITTAL REQUIREMENTS

All commercial permit applications are subject to submittal of a Site Plan and/or Floor Plan providing scope work or provide a brief description of work performed for all applications. A Letter of Intent is required with the submittal of application for Zoning Verification.

TYPE OF APPLICATION

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> Interior Upfit | <input type="checkbox"/> Exterior Upfit | <input type="checkbox"/> Demo |
| <input type="checkbox"/> Zoning Verification | <input type="checkbox"/> Zoning Verification with Upfit | <input type="checkbox"/> Other |

NOTES

- * If applicable, attach Letter of Intent or description of exterior / interior upfit or accessory apartment.
- * Permits will expire 6 months from the approval date if work has not begun.
- * HOA: The town encourages all residents to consult with their Home Owners Association prior to construction to determine if additional regulations apply to an accessory structure. The Town does not enforce any covenants, conditions, or restrictions of individual subdivisions.
- * Removal of trees for demolition permits require staff acknowledgement.
- * Before You Dig! Call 1-800-632-4949; NC One-Call Center.

COMMERCIAL SERVICES APPLICATION

GENERAL INFORMATION	
Project Address (<i>Street, City, State, Zip</i>)	Parcel # and <i>Subdivision Name</i>
Project Description	Town Zoning District
Accessory Structure (<i>sq. ft</i>)	Building Footprint (<i>sq. ft</i>)
Total Acres	Construction Value
PROPOSED SETBACKS: Front_____ Right_____ Left_____ Rear_____	
REQUIRED SETBACKS: Front_____ Right_____ Left_____ Rear_____	
STRUCTURE DIMENSIONS: Height_____ Width_____ Length_____	
PROJECT CONTACT (<i>Applicant</i>)	
Name	Company
Occupation	Address
Phone	Email
Signature	Date
PROPERTY OWNER	
Name	Address
Phone	Email
Explain Nature of Business and Operation Procedures (Letter of Intent) <hr/> <hr/> <hr/> <hr/>	