



COMMERCIAL SERVICES PERMIT

Zoning Permit Review

TYPES OF APPLICATIONS & PROCESSING FEES

Please check the box to indicate the type of application with the associated processing fees.

<input type="checkbox"/> Zoning Confirmation Letter (Zoning information of a property)	\$75	<input type="checkbox"/> Zoning Verification Certificate (Verify zoning compatibility for new business)	\$75
<input type="checkbox"/> Demolition of structures (Lot grading not allowed)	\$250	<input type="checkbox"/> Upfit Review (Non-structural interior / exterior improvements)	\$75

SUBMITTAL REQUIREMENTS

- Letter of Request (for zoning confirmation letter)
- Letter of intent, copy of lease agreement, copy of demo contract, or property owner letter of approval (notarized)
- Demolition Plan showing existing structures and any heritage trees (trees with trunk diameter larger than 14 inches)
- Detailed work scope plans

NOTES

- For Demolition permits, a pre-demolition meeting may be necessary before permit approval. Lot grading is not permitted. Removal of trees requires staff acknowledgement.
- Contact Union County Building Code Dept. for all other building and trade permits. Call 704-283-3816.
- ***Demo and Upfit Permits expire 6 months from the approval date if work has not begun***

COMMERCIAL SERVICES APPLICATION

GENERAL INFORMATION	
Project Address (<i>Number and street name</i>) *Required*	Parcel # (if available)
Project Description *Required*	Zoning District (if available)
Proposed Future Land Use *Required*	Property Size (acres) (if available)
PROJECT CONTACT (Applicant)	
Name	Company
Occupation	Address
Phone	Email
Signature	Date
PROPERTY OWNER	
Name	Address
Phone	Email
Please attach copy of lease agreement, demo contract, or other document showing property owner approval. Notarization of letters is required	
Description of intent, work scope, proposed new business or land use:	

