



Vance COUNTY

NORTH CAROLINA

Planning and Development – Inspection Division

www.vancecounty.org

Change of Occupancy or Use of an existing building.

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Henderson, NC 27536

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In order to determine the necessary state and local requirements for the new use(s) the following information must be furnished by the applicant. **Please be accurate.** Information must be accurate in order to save time and in many situations money as well. Inaccurate information may cause the project to be denied or permits revoked in the future.

The following information is required:

1. Site address;
2. Last (legal) **permanent** use and proposed new use or uses;
3. Existing type of construction (Wood, block, brick, metal, etc.);
4. Type of material for all existing wall coverings in all rooms;
5. Total number of floors and basements;
6. All dimensions and total square foot of all areas, wall to wall and floor to ceiling;
7. Flat or pitched roof;
8. An accurate sketch (drawing) of the existing and proposed layout with the rooms labeled as to their use (Pictures can help as well);
9. Complete survey or accurate sketch of property showing all structures, existing improvements (well, septic, driveway, etc.). An additional survey or accurate sketch of proposed use (if different) with dimensions in feet and inches is also necessary.
10. Existing number of doors, proposed number of doors showing type and dimensions. Width of each door measured from the face of the door to the stop or trim where the door would latch with the door open 90 degrees.
11. Number, size, and use of any planned additions to the existing building or property.
12. Are there existing sprinkler or alarm systems in the building? If not one or both may be required for a change of use.
13. Does anyone plan to prepare or serve food on the site?
14. Does anyone plan to sell and/or serve tobacco, alcohol or have live entertainment on site?
15. Has anyone determined if asbestos or lead is in or on any material on site? (Floors, walls, ceilings, etc.)
16. Will there be walk-in customers?
17. Total Project Cost (including: design fees, materials, labor using real hourly fee totals, demolition, grading, etc.);
18. Will there be the installation of any signs? (permanent or temporary)
19. **Big Issue:** Restrooms must meet some or all (depending on 20% of total cost) of the NC State requirements for physical impairments.
20. All parking must meet the current requirements for physically impaired customers regardless of what is being done.
21. Any existing work never permitted or not built to NC requirements may be required to be fixed or removed with the proper permits.

NOTE: Owners or Handy persons may do up to \$30,000 dollars of the framing portion of a project with the proper permits. If the total project cost is over \$30,000 a licensed general contractor is required to do the framing and hire the licensed trades for the other required work.

NOTE: As per GS § 153A-357, sealed plans by an architect or an engineer must be submitted when (a) the project cost is over \$90,000 or (b) the building size exceeds 2,500 square feet in gross floor area.

NOTE: As per GS § 87-1, the owner may act as the General Contractor if the owner of the property, building and business are the same and if the building is intended solely for occupancy by that person, family or firm for at least 12 months.

SUGGESTION: To make this project a wise investment of time and money we highly recommend as little as one or all of the following: a private inspector, contractor, designer (architect or engineer), and/or project coordinator.

Items should be supplied on separate paper

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