

## *CHECKLIST FOR ALL BUSINESS USES*

### *REZONING-BUILDING PERMIT-SITE PLAN-REVIEW*

#### APPLICANT MUST MEET THE FOLLOWING:

1. ZONING AMENDMENT (2-3 MONTH PROCESS – PLANNING BOARD AND CITY COUNCIL) – THE FOLLOWING ITEMS SHOULD BE INCLUDED WITH THE APPLICATION FOR REZONING WHEN IT IS RETURNED:
  - TAX MAP SHOWING THE AREA THAT IS TO BE CONSIDERED FOR REZONING.
  - NAMES AND ADDRESSES OF ALL ADJOINING PROPERTY OWNERS WITHIN A 300' RADIUS (INCLUDE THOSE THAT ARE ACROSS THE STREET)
  - \$200.00 FEE TO COVER ADMINISTRATIVE COSTS
  - THE INFORMATION IS DUE 15 WORKING DAYS PRIOR TO THE PLANNING BOARD MEETING. THE PLANNING BOARD MEETS THE 2<sup>ND</sup> MONDAY OF EACH MONTH AT 6:30 P.M. THEN THE REQUEST GOES TO THE CITY COUNCIL FOR A PUBLIC HEARING THE FOLLOWING MONTH. THE CITY COUNCIL MEETS THE 1<sup>ST</sup> MONDAY OF EACH MONTH AT 6:00 P.M.
2. FOR NEW BUILDINGS OR A BUILDING UPFITS, PLANS MUST BE SUBMITTED TO THE TECHNICAL REVIEW COMMITTEE FOR APPROVAL BEFORE THE BUILDING PERMIT IS ISSUED. (1-2 WEEKS)
  - a. TRC REVIEW FEE = \$200
3. FOR NEW BUILDINGS, WATER AND SEWER FEES, INCLUDING ASSESSMENTS, MUST BE PAID BEFORE A BUILDING PERMIT IS ISSUED.
4. OBTAIN A BUILDING PERMIT AND BUILDING INSPECTION.
5. OBTAIN A FIRE INSPECTION (CALL THE FIRE DEPARTMENT AT 919-563-5718)
6. OBTAIN FINAL INSPECTION – NO FINAL INSPECTION OR CO UNTIL ALL ITEMS ARE APPROVED
7. FOR AN INSPECTION, THE APPLICANT MUST CALL THE BUILDING INSPECTIONS OFFICE AT (919) 563-9990 BETWEEN 8:00 AM –4:00 PM TO REQUEST AN INSPECTION FOR THE BUILDING AND/OR ANY OF THE FOUR TRADES THE DAY PRIOR TO THE REQUESTED INSPECTION.
8. OBTAIN CERTIFICATE OF OCCUPANCY TO OCCUPY THE BUSINESS

