



CITY OF MEBANE

REZONING / BUILDING PERMIT / SITE PLAN / REVIEW CHECKLIST FOR ALL BUSINESS USES

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)
 - \$300.00 FEE (SPECIAL USE PERMIT \$400) TO COVER ADMINISTRATIVE COSTS
 - THE INFORMATION IS DUE 15 WORKING DAYS PRIOR TO THE PLANNING BOARD MEETING. THE PLANNING BOARD MEETS THE 2ND 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 1ST 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 = \$300 + Lot Fee
3. FOR NEW BUILDINGS, WATER AND SEWER FEES, INCLUDING ASSESSMENTS, MUST BE PAID BEFORE A BUILDING PERMIT IS ISSUED.
4. OBTAIN A BUSINESS OCCUPANCY PERMIT – FEE \$100
5. OBTAIN A BUILDING PERMIT AND BUILDING INSPECTION
6. OBTAIN A FIRE INSPECTION (CALL THE FIRE DEPARTMENT AT 919-563-5718)
7. OBTAIN FINAL INSPECTION – NO FINAL INSPECTION OR CO UNTIL ALL ITEMS ARE APPROVED
8. 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.
9. ONCE BUILDING IS INSPECTED & APPROVED YOU WILL RECEIVE A CERTIFICATE OF OCCUPANCY

