



NEW HANOVER COUNTY  
CODE ENFORCEMENT SERVICES

**NEW HANOVER COUNTY BUILDING PERMIT**  
**APPLICATION TYPE: COMMERCIAL BLDG - CHANGE OF USE**  
(PLEASE PRINT CLEARLY & ANSWER ALL QUESTIONS)

APPLICATION # \_\_\_\_\_  
(For Office Use)

Project Responsibility

APPLICANT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_  
PROJECT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
CONTRACTOR \_\_\_\_\_ LICENSE # \_\_\_\_\_ ACCT # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
OWNER'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
PROJECT CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

DESIGN PROFESSIONAL (GEN) \_\_\_\_\_ PH: \_\_\_\_\_ ARCH / ENG. / NC REG# \_\_\_\_\_  
DESIGN PROFESSIONAL (MECH) \_\_\_\_\_ PH: \_\_\_\_\_ ARCH / ENG. / NC REG# \_\_\_\_\_  
DESIGN PROFESSIONAL (ELEC) \_\_\_\_\_ PH: \_\_\_\_\_ ARCH / ENG. / NC REG# \_\_\_\_\_  
DESIGN PROFESSIONAL (PLBG) \_\_\_\_\_ PH: \_\_\_\_\_ ARCH / ENG. / NC REG# \_\_\_\_\_  
OWNER / OTHER \_\_\_\_\_ PH: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

**DISCLAIMER:** I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The Inspections Dept. will be notified of any changes in the approved plans and specifications for the project permitted herein.

OWNER / AGENT: \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
(Print Name)

IS THIS BUILDING IN A FLOOD PLAIN? YES / NO TOTAL PROJECT COST: \_\_\_\_\_  
\*\*\*Please Note: A Design Professional must be utilized if alterations are made which affect the buildings exit or access pattern or affect the buildings live load or dead load. This applies to all commercial buildings with more than 2,500 square feet or a value greater than \$90,000.

TOTAL AREA SQ. FT: \_\_\_\_\_ HEATED \_\_\_\_\_ UNHEATED \_\_\_\_\_ NO. OF STORIES \_\_\_\_\_  
# OF STRUCTURES \_\_\_\_\_ # OF FLOORS \_\_\_\_\_ # OF UNITS \_\_\_\_\_ BUILDING HEIGHT \_\_\_\_\_

PROPERTY USE: OFFICE / MERCANTILE / OTHER: \_\_\_\_\_  
ZONING USE CLASSIFICATION: \_\_\_\_\_  
TYPE OF CONST: 1A / IB / IIA / IIB / IIIA / IIIB / IV / VA / VB / Sprinkler System: Required / Not Req

PREVIOUS OCCUPANCY TYPE: \_\_\_\_\_

NEW OCCUPANCY TYPE: A-1 / A-2 / A-3 / A-4 / A-5 / B / E / F-1 / F-2 / H-1 / H-2 / H-3 / H-4 / H-5 / I-1 / I-2 / I-3 / I-4 / M / R-1 / R-2 / R-3 / S1 / S2 / U / If Mixed Occup, circle each one:

IS YOUR WATER: CITY / COUNTY / COMMUNITY SYSTEM / PRIVATE WELL  
IS YOUR SEWER: CITY / COUNTY / CENTRAL SEPTIC / PRIVATE SEPTIC / COMM. SYSTEM

ACRES DISTURBED?: \_\_\_\_\_ NEW IMPERVIOUS AREA? \_\_\_\_\_ SQ. FT.  
\*\*\*SEPARATE PERMITS REQUIRED FOR ELECT, MECH, PLBG, GAS EQUIP, PREFABS & INSERTS\*\*

PAYMENT METHOD: CASH / CHECK - Payable to New Hanover County / BILL ACCOUNT / MASTER CARD / VISA  
For Office Use \_\_\_\_\_

ZONE \_\_\_\_\_ OFFICER \_\_\_\_\_ SETBACKS: F \_\_\_\_\_ LH \_\_\_\_\_ RH \_\_\_\_\_ B \_\_\_\_\_  
APPROVAL: CITY DATE FLD \_\_\_\_\_ A \_\_\_\_\_ V \_\_\_\_\_ N \_\_\_\_\_ BFE + 2 ft = \_\_\_\_\_

COMMENTS: \_\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_

