



CITY OF ELIZABETH CITY

302 E. Colonial Avenue Elizabeth City, NC. 27909
(252) 337-6672 elizabethcitync.portal.opengov.com

Business Use/Occupancy Permit Application

Applicants shall submit a plan for the proposed use and all other uses of the building along with parking configurations. Please contact the Building Permits Department for further information.

Name of Proposed Business _____ **Business Registration No.** _____

Property Address _____ Intended Date of Occupancy _____

Total Size of Building _____ S.F. Total Space to be Occupied _____ S.F.

Tenant/Lessee Name _____ Email _____

Address _____ Phone _____ Email _____

Property Owner _____

Address _____ Phone _____ Email _____

Person Responsible for Facility _____ Email _____

Work Phone _____ Cell Phone _____

Description of Proposed Use _____

Days and Hours of Operation _____

Number of Employees _____ Number of Shifts _____ Number of Parking Spaces _____

Number of Trucks per Day _____ Will the Establishment Serve Alcohol _____ Yes _____ No

Does the building have capacity for electric? Yes _____ No _____ Electrical service is existing

Will the building use include any additions or alterations of the electrical or plumbing systems or any alteration or reconfiguration of the space to be occupied? Yes _____ No _____ If yes, a building permit is required

The undersigned does hereby certify that the above information is true and correct and that the operation of this use shall be in compliance with the requirements of the Unified Development Ordinance (Zoning Article IX). This approval is not a substitute for a Certificate of Occupancy to occupy the building.

Signature of Property Owner _____ **Date** _____

Signature of Tenant or Lessee _____ **Date** _____

Use Permitted by _____	Zoning District _____
Zoning Approval _____	Building _____ Fire _____
Date _____	Date _____ Date _____

EMERGENCY CONTACT FORM

Date _____

Company Name _____

Mailing Address _____

Physical Address _____

Phone _____ Email _____

Business Type _____ Owners _____

EMERGENCY CONTACTS

1 ST

Name _____ Title _____

Home Phone _____ Cell _____ Email _____

2nd

Name _____ Title _____

Home Phone _____ Cell _____ Email _____

COMMERCIAL BUSINESS USE/OCCUPANCY INSPECTION CHECKLIST

1. Address must be displayed. Suite numbers shall be on each individual occupancy.
2. Parking lot areas shall have all spaces clearly striped and handicap spaces shall be clearly marked, above grade signage in place and accessible path must exit to the same.
3. All exit signs shall be illuminated on both normal power and battery backup power.
4. All exit doors shall be fully functional and easy to open.
5. Restrooms shall have proper signage on each restroom door.
6. All emergency lighting shall be operational and be labeled in the electrical panel box.
7. All fire extinguishers shall have current tags, be mounted and have signage indicating their locations.
8. All electrical panel boxes shall have all breakers labeled and any open breakers shall have approved covers.
9. Exterior area maintained free from debris/trash, dumpster lids closed and properly closed and maintained in a clean, safe and sanitary condition including but not limited to high grass and weeds.
10. Damaged sidewalks should be repaired/replaced and accessible ramps shall be provided when Necessary.
11. Site lighting shall be in working order.
12. Sprinklered buildings must have current tags/certification.
13. Fire alarms shall have a letter submitted for certification that the system is fully operational.
14. Kitchen hoods must have current certification and tags.
15. Occupant load signage shall be posted in restaurants/all assembly areas. (Contact Fire Inspector).
16. FINAL INSPECTION- All inspections must be finalized prior to occupancy including building pursuant The North Carolina State Building Code and pursuant to The North Carolina State Fire Code and any subsequent additions and amendments.

PLEASE NOTE: BUILDING PERMITS WILL BE REQUIRED FOR ANY OF THE FOLLOWING:

- Any new installation of, or altering of any building areas.
- Removing walls or replacing wallboard.
- Any type of plumbing work including relocating or replacing sinks, toilets, etc.
- Any type of electrical work including relocating or adding lighting fixtures, switches receptacles, etc.
- Any type of alteration or reconfiguration of the building area.