

BUSINESS USE PERMIT APPLICATION

RECEIPT # _____

MINIMUM ITEMS NEEDED TO PROCESS APPLICATION: (5) scaled site plans showing locations of buildings, driveways, parking, landscaping, signs, dumpsters, etc.; (3) scaled floor plans showing size and location of walls, partitions, doors, windows, counters, etc.; and completed Business Use Permit Application.

PROCEDURE FOR OBTAINING A CITY PRIVILEGE LICENSE

1. APPROVED BUSINESS USE APPLICATION (MAY REQUIRE ON SITE INSPECTION BY THE CITY OF ROANOKE RAPIDS.)
2. APPROVAL FROM ANY REQUIRED COUNTY, STATE. OR FEDERAL AGENCY.

APPLICANT INFORMATION

APPLICANT _____ TELEPHONE _____

HOME ADDRESS _____ CITY _____ STATE _____ ZIP _____

BUSINESS NAME _____

BUILDING INFORMATION

BUILDING ADDRESS _____

BUILDING OWNER _____ TELEPHONE _____

OWNERS ADDRESS _____ CITY _____ STATE _____ ZIP _____

IS THIS AN EXISTING BUILDING? YES NO

PREVIOUS BUSINESS _____ DATE BUILDING WAS LAST OCCUPIED _____

BUSINESS INFORMATION

PLEASE WRITE A BRIEF DESCRIPTION OF YOUR PROPOSED ACTIVITY (NORMAL BUSINESS HOURS, TYPE OF MERCHANDISE OR SERVICES OFFERED, ETC. USE SEPARATE SHEET IF NECESSARY) (PLEASE PRINT)

WILL ANY MERCHANDISE OR GOODS BE DISPLAYED OR STORED OUTSIDE OF BUILDING? YES NO

WILL ALL BUSINESS OPERATION BE CONDUCTED ENTIRELY INSIDE OF THE BUILDING? YES NO

WILL EXISTING SIGNAGE BE USED? YES NO (IF YES, WHAT TYPE? FREESTANDING WALL)

WILL NEW SIGNAGE BE CONSTRUCTED? YES NO (IF YES, WHAT TYPE? FREESTANDING WALL)
(NEW SIGN CONSTRUCTION WILL REQUIRE A SIGN PERMIT)

WILL ANY BUILDING CONSTRUCTION OR RENOVATION BE DONE? YES NO

IF YES, DESCRIBE THE WORK TO BE DONE. USE SEPARATE SHEET IF NECESSARY. (PLEASE PRINT)

APPLICANT SIGNATURE

DATE

PLANNING DEPARTMENT USE ONLY

LAND USE ADMINISTRATOR

ZONING: _____

PREVIOUS USE CLASSIFICATION: _____ Non-conforming? Yes No

PROPOSED USE CLASSIFICATION: _____

IS THE BUILDING LOCATED IN A SHOPPING CENTER? [Yes [No

WILL A CHANGE IN USE OCCUR AS PER SECTION 151-152 OF THE CITY OF ROANOKE RAPIDS LAND USE ORDINANCE? [Yes [No

WILL A SITE PLAN BE REQUIRED? [Yes [No

WILL ANY ADDITIONAL INFORMATION BE REQUIRED TO PROCESS THE APPLICATION? [Yes [No

IF YES, WHAT IS NEEDED?

ADDITIONAL COMMENTS:

LAND USE ADMINISTRATOR

DATE

BUILDING OFFICIAL

PREVIOUS OCCUPANCY: _____ PROPOSED OCCUPANCY: _____

WILL A CHANGE IN OCCUPANCY OCCUR AS PER THE NC STATE BUILDING CODE? [Yes [No

WILL A FLOOR PLAN BE REQUIRED? [Yes [No

WILL ANY ADDITIONAL INFORMATION BE REQUIRED TO PROCESS THE APPLICATION? [Yes [No

IF YES, WHAT IS NEEDED?

ADDITIONAL COMMENTS:

BUILDING OFFICIAL

DATE