

ZONING COMPLIANCE PERMIT: CHANGE OF USE

City of Southport, North Carolina



1029 N. Howe St, Southport NC 28461

www.southportnc.org

FEE: \$100.00

Planning & Inspections

Phone 910-457-7961 Fax 910-457-7957

Fees are subject to change without notice.

Permit #: _____

Date: _____

Applicant: _____

Property Owner Tenant

***If the applicant is the tenant, permission from the owner must be attached**

Mailing Address: _____ City: _____ State: _____

Email: _____ Phone: _____

Property Owner: _____ Phone: _____

Site Address: _____ Parcel ID: _____

Subdivision/Development: _____ Zoning District: _____

Total Acreage of Site: _____ Square Footage of Proposed Use: _____

Current Use/Occupancy (If vacant, describe most recent use and how long it has been vacant):

Proposed Use: _____

Proposed Name of Business: _____

Number of Employees: _____ Operating Days and Hours of Operation: _____

State Daily Operations: _____

Amount of Parking Provided: _____ Amount of Handicapped Parking Provided: _____

If yes to any of the following questions, a building permit is required

Will there be any structural changes? YES NO

Will there be any electrical changes? YES NO

Will there be any plumbing modifications? YES NO

Will there be any mechanical changes? YES NO

- **All buildings are required to be North Carolina Fire Code compliant. If you're opening a new business, you must contact the Fire Marshal to schedule an inspection at 910-457-7915 prior to operation.**
- All new signage must be permitted to the standards defined in the City of Southport Sign Ordinance. Sign permits can be pulled at the Planning & Inspections office. For more info on signs, call 910-457-7961.
- All restaurants are REQUIRED to have grease traps in order to protect the City's Sewer infrastructure. Contact the City's Public Services Department at 910-457-7935 for installation specs and to schedule an inspection to make sure you are compliant.
- If you will be serving Alcohol, you must get a State ABC License as well as a Southport ABC License. For more information, call the Police Department at 910-457-7911.
- It should be noted that you may be required to pay system development fees for a change of use. Contact the City's Public Services Department to see if you are required to do so at 910-457-7935.
- For information on your utility bill, contact our utility billing specialist at 910-457-7944.

Water/Sewer Fees Paid & In Compliance:

Yes

No

N/A

APPROVED:

DATE:

Public Services Director

I HEREBY CERTIFY that all of the information provided for this application and all attachments are true and correct to the best of my knowledge. I further certify that I am familiar with the requirements of the City of Southport Unified Development Ordinance concerning this proposed use. I acknowledge that any violation of this ordinance will be grounds for revoking this permit and any subsequent permit issued by the City of Southport.

APPLICANT SIGNATURE:

DATE:

APPROVED BY:

DATE :

Zoning Administrator