

Inspections

To schedule next day inspections:

- Contact the Permits Section at 336-641-3707. Please have the Permit # & Address available prior to calling.
- Call our Automated **IVR** (Interactive Voice Response System) at 336-641-3833. Please have the Tracking # available prior to calling.
- Click to schedule inspections or view inspection results at **ACA** (Accela Citizen Access). <https://accela.co.guilford.nc.us:8443/CitizenAccess/Welcome.aspx>

Permit #

Tracking #

Important Numbers

Commercial Permits Specialist	641-5768
Planning & Zoning	641-3334
Permitting & Inspections	641-3707
Construction Plan Review/ Watershed	641-3753
Erosion Control	641-3803
Public Water & Sewer	
City of Gboro (Annexation)	373-2918
COG Water Resources (availability)	373-2055
Community Serv (fees paid)	641-3645
Well/Septic	641-7613
Food & Lodging	641-3771
Fire Marshal	641-7565
NCDOT	487-0100

Planning & Development

400 W Market Street
PO Box 3427
Greensboro, NC 27402

Planning 336-641-3334 (O) 336-641-6988 (F)
Permitting 336-641-3707(O) 336-641-3255 (F)

www.myguilford.com/planning-and-development

Thank you for doing business in Guilford County!



Guilford County Planning & Development

Commercial Development

HERE ARE SOME IMPORTANT QUESTIONS TO ASK FIRST:

1. DO I HAVE THE PROPER ZONING?
Contact Planning & Zoning Section to verify legal buildable lot, zoning and permitted uses. (336) 641-3334

2. WHAT TYPE OF WATER SUPPLY?

PUBLIC WATER & SEWER

Contact Community Services to see if public water & sewer is available or if fees may have been previously paid. (336) 641-3645

WELL & SEPTIC

Contact Environmental Health for more information on procedures, submittals and fees. (336) 641-7613

3. DO YOU NEED EROSION CONTROL OR A GRADING PERMIT?

Contact Soil Erosion Control for grading information, erosion control, and device releases. (336) 641-3803

4. DO YOU NEED A DRIVEWAY PERMIT?

Contact NCDOT for information concerning rights-of-way and driveway permits.

(336) 487-0100

5. DOES YOUR SITE REQUIRE WATERSHED CONTROLS?

Contact Watershed for information concerning watershed control requirements and designated watersheds.

(336) 641-3753

The Road to a Commercial Permit

SUBMITTING PLANS

- Contact Planning & Zoning Section for questions regarding site plan requirements. (336) 641-3334
- Contact Construction Plan Review Section for questions regarding construction plan requirements. (336) 641-3753
- Submit nine (9) copies of the site plan including cover sheet to the Commercial Permit Specialist, along with the site plan review fee, see FEE SCHEDULE for site plan review fees.
- After Site Plan approval, three (3) copies of construction drawings including plumbing, mechanical, and electrical plans, may be submitted to the Commercial Permit Specialist, along with the COMMERCIAL PERMIT APPLICATION.

THE REVIEW PROCESS

- Minor Site Plans will be reviewed internally by staff. Major Site plans will be reviewed by the Technical Review Committee (TRC).

- Staff reviewing plans will contact the design professional with any concerns, comments or revisions.
- Submitting a complete package will expedite the review process.
- In order for us to serve you better, we ask that you submit all required documents promptly. This will prevent delays in the process.
- There may be additional information requested during the process, and your cooperation in this is greatly appreciated.

THE PERMITTING PROCESS

- Once Site Plan Review & Construction Plan Review have been completed, the Commercial Permits Specialist will issue the permit and advise the Contractor of the Inspections process.
- After all Inspections have been completed and all appropriate sections have signed off, the Certificate of Occupancy will be issued.

Other Types of Commercial Permits

ADDITION TO AN EXISTING BUILDING

- Refer to the SUBMITTING PLANS section.
- Planning & Zoning can verify if an existing Site Plan is on file.
- If the property has an existing well/septic, you will need to contact Environmental Health for a Septic Check.

UPFIT PERMIT

This kind of permit usually involves interior work in an existing building.

- Submit three (3) sets of construction drawings along with a Commercial Permit Application.
- If plumbing, mechanical, or electrical work is involved, include the necessary drawings.

CHANGE OF OCCUPANCY PERMIT

A change of occupancy is when a new company chooses to occupy an existing building with a different permitted use.

- Contact Planning & Zoning Section to verify zoning and if proposed use is permitted. Planning will also verify if an existing Site Plan is on file. If none on file, a new Site Plan must be submitted. Whether you are leasing the property or buying it, a site plan is required. (336) 641-3334
- If the property has an existing well/septic, you will need to contact Environmental Health for a Septic Check. (336) 641-7613
- If any structural changes, plumbing, electrical, and/or mechanical changes are being made to the existing building, full drawings must be submitted.
- If no structural changes are being made, a floor layout with accurate measurements showing means of egress, door widths, etc. is required.