



GUILFORD COUNTY PLANNING AND DEVELOPMENT

Commercial Permit Change of Occupancy Bulletin

OVERVIEW

A change of occupancy permit is required on existing buildings so that building and fire code, health regulations and proposed uses comply with State building and fire code, health regulations and the Guilford County Development Ordinance.

Compliance will require issuance of a Certificate of Occupancy; after all required inspections have been approved. Applications for change of occupancy originate with the commercial permit specialist and follow the general process as follows:

PERMITS

Commercial Permit Specialist receives request and presents request to Planner.

Planner verifies zoning for compliance with proposed use and reviews proposed site plan. No new site plan shall be required if:

- 1) An adequate site plan is already on file;
- 2) No change in parking requirements is needed;
- 3) No increase in impervious surface is proposed or required; and
- 4) No new structure is proposed.

Commercial Permit Specialist notifies other department sections and other county departments (Environmental Services, Watershed, Fire Marshall, and Environmental Health); routes plan if needed. Before issuing the Change of Occupancy permit, the following steps must be checked:

- 1) CA issuance if there is a septic tank or well;
- 2) Check with planner and stormwater administrator for site approval and watershed compliance;
- 3) Review construction plans of new occupancy per building code.

INSPECTIONS

Fire Marshall - compliance with fire code, State Building Code and any other local laws or ordinances

Environmental Health - obtain compliance with State Health Regulations and any other local laws and ordinances

Erosion Control - Inspect the site for compliance of ordinance requirements (parking spaces and parking lot, impervious surface, and landscaping

Building, Mechanical, Plumbing and Electrical - Inspect alterations, repairs, rehabilitation work or additions to any existing structure, building or service system without requiring the existing system to comply with all requirements of the technical codes. The new work shall conform to the requirements of the technical codes for new construction. For any portion of an existing building or service system, which creates a hazard or unsafe condition, the Code Enforcement Official shall determine the extent to which that portion of the existing building or service system is to be upgraded to conform to the requirements of the technical codes. (N.C. State Building Code, Volume IA, Section 1.6.1) When the use changes from one of the building code occupancy groups, additional code requirements may be necessary. (N.C. State Building Code, Volume I, Section 401.1)

Handicap Accessibility – The standard to be applied per N.C. State Building Code, Chapter 11& ICC/ANSI A117.1

Plumbing Inspector - Handicap requirements inside the building (toilet rooms–room size, door, toilet, sink, door and signage)

Building Inspector – Handicap requirements outside and inside the building (toilet rooms–room size, door, stall, signage, parking and accessible route)

This document is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official interpretation of the Guilford County Development Ordinance in any legal proceeding.