



# PLANNING & COMMUNITY DEVELOPMENT



P.O. Box 905  
1048 Carriage Oaks Drive  
Carthage, NC 28327  
Planning: 910.947.5010  
Central Permitting: 910.947.2221  
Fax: 910.947.1303  
[www.moorecountync.gov](http://www.moorecountync.gov)

## Change of Use Permit Application Packet

The Moore County Planning and Community Development Department and other County Departments review applications and plans. Upon review and approval of all aspects of your application, a Change of Use Permit shall be issued. The permit fees must be paid when you pick up the Change of Use Permit and before operation may begin.

### **Customer Service Counter:**

The following functions and services are available through the Customer Service Counter at Moore County Planning and Community Development Department:

- Questions about the permit process are answered
- You can pick up application forms
- Submit permit applications
- Questions about the change in use application are answered
- Fees may be paid

### **Project Review Team (PRT) Meetings Required for Commercial Development:**

Project Review Team Meetings are required for Commercial Development Projects taking place within the unincorporated Moore County. Project Review Team Meetings are scheduled by the Planning Staff. The purpose of the PRT Meeting is to have all key players associated with the proposed project in the same room to provide the customer with exemplary customer service to ensure all the information and requirements are shared and are clear when the developer leaves our office.

### **Reviews:**

Each county staff member who reviews your application relies on accurate information from you to determine if your submittal meets all the requirements of commercial development within the County of Moore. If your application does not accurately reflect existing conditions and what you are proposing to do, there could be significant delays in obtaining your permit. Please look through the following requirements of the review areas to avoid delays.

### **Permit Issuance:**

Upon approval of all required reviews, a Change of Use Permit will be issued. Building permit fees must be paid at the time of picking up the permit. You will receive a permit card that must be posted on the job and a general information sheet that should be retained for your records. The permit card must be kept at the job site, waterproof, and weather tight and be readily accessible to the inspector.

Your building permit is good for six months from the date of issuance. If no activity has occurred after the six month time period, your permit will be deemed expired. You must show activity through an inspection, on your permit during the first 6 months then every twelve months to keep the permit active. Permits stay active for one year from the date of the last inspection. Expired permits must be renewed and all applicable fees paid. When a permit expires and the scope of work has not changed, the permit may simply be renewed. If the permit has expired and the scope of work for the project has changed, a new permit may be issued for the project.

### **Inspection Requests:**

Inspection requests shall be called into the Planning and Community Development Department at 910-947-2221 or 910-947-5010 between the hours of 8:00 am to 5:00 pm. The requests will be promptly scheduled. Footing and slab inspections will, if possible, be done the following day in the morning. A 24 hour next day inspection is what we aim to accomplish if scheduling allows.



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### EXTERNAL CHECKLIST FOR CHANGE OF USE PERMIT APPLICATION

- Completed Miscellaneous Change of Use Permit Application. Applications are found within our department, Planning and Community Development located at 1048 Carriage Oaks Drive, Carthage, NC 28327, or online at [www.moorecountync.gov](http://www.moorecountync.gov), Department, Planning and Zoning, Applications. If you would like to speak with someone regarding this permit our telephone number is 910-947-5010 or 910-947-2221.
- If the Change of Use proposed is taking place within a Municipality's Jurisdiction, **approval from the jurisdiction** must be included and submitted with the completed application.
- If the Change of Use proposed is located within the Unincorporated Moore County the applicant will need to meet with the Current Planner on staff to discuss the proposed Change of Use to confirm the use proposed will be allowed/permitted.



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Miscellaneous Permit Application			
Application Date: _____			
Location/Address of Property: _____			
Description of Proposed Work: _____ _____ _____			
Applicant: _____			Phone: _____
Owner: _____			Phone: _____
Owner Address: _____		City: _____	St: _____ Zip: _____
<b>Type of Permit:</b> <input type="checkbox"/> ATF <input type="checkbox"/> Day Care <input type="checkbox"/> Group/Therapeutic Home <input type="checkbox"/> Bulkhead/Dock <input type="checkbox"/> Sign(s) <input type="checkbox"/> ABC <input type="checkbox"/> Demolition <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Other: _____			
If the project is a bulkhead or dock please list the estimated cost of the project			Total Estimated Cost \$ _____
Please list the names of the contractors who will be performing the work for this project. If the work will be performed by the owner just write owner or self in the name field. Please put N/A in any fields that are not applicable to the project.			
General Contractor:		Phone: _____	License: _____
Address: _____		City: _____	St: _____ Zip: _____
Electrical Contractor:		Phone: _____	License: _____
Address: _____		City: _____	St: _____ Zip: _____
Design Professional:		Phone: _____	License: _____
Address: _____		City: _____	St: _____ Zip: _____
Pool Contractor:		Phone: _____	License: _____
Address: _____		City: _____	St: _____ Zip: _____
I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws, ordinances and regulations. The Inspection Department will be notified of any changes in the approval plans and specifications for the project permitted herein. I understand if this application is incomplete, no inspections will be performed on the project.			
Owner/Agent Signature: _____			Date: _____

## Change in Use Definitions

**Applicant:** The party applying for permits.

**Application:** The completed form or forms and all accompanying documents and fees required of an applicant.

**Approved:** Acceptable to the code official or other authority having jurisdiction.

**Certificate of Occupancy:** Official certification that a premises conforms to provisions of the Zoning Ordinance (and State Building Code) and may be used or occupied. Such a certificate is granted for new construction or for alterations or additions to existing structures or a change in use. Unless such a certificate is issued, a structure cannot be occupied, but a certificate may be issued for a portion of a structure ready for occupancy, such as separate dwelling or commercial units in a structure with multiple units.

**Change of use:** Any alteration in the primary use of a lot.

**Conversion:** Changing the original purpose of the building to the different use.

**Existing Structure:** A structure erected prior to the date of adoption of the appropriate code, or one for which a legal building permit has been issued.

**Exit:** That portion of a means of egress system which is separated from other interior spaces of a building or structure by fire-resistance-rated construction protective openings as required to provide a protected path of egress travel between the exit access and the exit discharge. Exits include exterior exit doors at ground level, exit enclosures, exit passageways, exterior exit stairs, exterior exit ramps and horizontal exits.

**Floor Area, Gross:** The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors' stairways, closets, the thickness of interior walls, columns or other features. The floor area of a building, or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with openings or interior courts.

**Floor Area, Net:** The actual occupied area not including unoccupied accessory areas such as corridors, stairways, toilet rooms, mechanical rooms and closets.

**Panic Hardware:** A door-latching assembly incorporating a device that releases the latch upon the application of a force in the direction of egress travel.

**Premises:** A single piece of property as conveyed in deed, or a lot or a number of adjacent lots on which is situated a land use, a building, or group of buildings designed as a unit or on which a building or a group of buildings are to be constructed.

**Ramp:** A walking surface that has a running slope steeper than one unit vertical in 20 units horizontal.

**Zoning:** A police power measure, enacted primarily by general purpose units of local government, in which the community is divided into districts or zones within which permitted and conditional uses are established, as are regulations governing lot size, building bulk, placement, and other development standards. Requirements vary from district to district, but they must be uniform within districts. The Zoning Ordinance consists of two parts – a text and a map.

**Zoning Approval:** The issuance of a permit or authorization by the zoning official indicating that a proposed building, structure, or use of land meets all of the standards, criteria, procedures, and requirements contained in this ordinance.

**Zoning District:** An area established by this Ordinance where the individual properties are designed to serve compatible functions and to be developed at compatible scales.