



REQUIREMENTS IN SECURING CERTIFICATE OF OCCUPANCY

Pursuant to Section 309 of the National Building Code (PD 1096), no building or structure shall be used or occupied and no change in the existing use or occupancy classification of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefor.

To secure a Certificate of Occupancy, the following procedure shall be followed:

The owner/applicant shall submit to the Building Official the following documents:

1. Certificate of completion together with the logbook and the Building Inspection Sheet duly accomplished by the contractor (if the construction is undertaken by contract) and signed and sealed by the Architect or Civil Engineer in-charge of the construction work. Said architect or civil engineer may hire the services of one or more project inspector/s to assist in the full time inspection and supervision of all aspects by the construction. Said project inspector/s must be qualified professional/s, who is/are duly registered architect/s, master electrician/s, master plumber/s, etc.
2. As-built plans and specifications jointly signed and sealed by the designing architect or civil engineer and the architect or civil engineer in-charge of the construction and signed by the contractor (if the construction is undertaken by contract) and confirmed by the owner. Said plans and specifications shall reflect faithfully all changes, modifications and alteration made on the originally approved plans and specifications which are the basis of the issuance of the original building permit.
3. Photocopies of the duly approved permits:
 - a. Building Permit
 - b. Electrical Permit
 - c. Sanitary/Plumbing
 - d. Mechanical Permit
 - e. Locational Clearance
 - f. Environmental Compliance Certificate
 - g. Others (specify) _____

NOTE:

Pursuant to Section 304 of the National Building Code, all such changes, modifications and alterations shall likewise be approved by the Building Official and the subsequent amendatory permit therefor issued before any work on said changes, modifications and alterations shall be started. The as-built plans and specifications may be just an orderly and comprehensive compilation of all documents which include the originally approved plans and specification and all amendments thereto as actually built or they may be entirely new set of plans and specifications accurately describing and/or reflecting therein the building as actually built.



ADMINISTRATIVE FORM FOR BUSINESS REGISTRATION

TAX YEAR _____

CITY OF CHENNAI



FORM NO. 1 (GENERAL INFORMATION) FOR BUSINESS REGISTRATION

NAME	NAME
ADDRESS	ADDRESS
PHONE NO.	PHONE NO.

NAME OF BUSINESS

TRADING NUMBER

BUSINESS ID NUMBER

A. BUSINESS INFORMATION AND REGISTRATION

Please indicate the ☐ business is temporary ☐ business is permanent ☐ permanent ☐ temporary
☐ firm ☐ partnership ☐ sole proprietorship ☐ company

City and District Registration Number

Business Name

Trade Name (if different from business name)

Place of business (indicate city, district, and name of building)

Plot No. _____ Block No. _____ Street _____

Neighbourhood _____ Suburb _____

Telephone No. _____ Fax No. _____ Telex No. _____

Telephone No. _____ Fax No. _____ Telex No. _____

For Sole Proprietorship: Name of owner _____

For Partnership/Company: Name of owner _____

For Partnership/Company: Name of owner _____

For Partnership/Company: Name of owner _____

B. BUSINESS INFORMATION

Business Area (indicate city, district, and name of building)

Total floor area (sq. ft.) _____ Male _____ Female _____

No. of employees (indicate full-time, part-time, and total)

_____ Full-time _____ Part-time _____ Total _____

Place of business (indicate city, district, and name of building)

Plot No. _____ Block No. _____ Street _____

Neighbourhood _____ Suburb _____

Telephone No. _____ Fax No. _____ Telex No. _____

Business ☐ firm ☐ partnership ☐ sole proprietorship ☐ company

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Plot No. _____ Block No. _____ Street _____

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Telephone No. _____ Fax No. _____ Telex No. _____

Business ☐ firm ☐ partnership ☐ sole proprietorship ☐ company

Signature of the applicant

Date



Community Development Department
104 East Main Street
P. O. Box 128
Smithfield, NC 27589

Permit & Enforcement Division
(919) 955-1100
(919) 955-1101
www.smithfield-nc.com
permitted@smithfield-nc.com

COMMERCIAL PERMIT

New Construction, Additions, and Upfits

Applicant Requirements:

Upon opening the Building Permit Application, the applicant hereby certifies that all the below information is provided via the application, site plan(s), and building plans, and are accurate in order to process and issue a Permit and Building Permit for the listed address and use.

Information submitted via this permit application is not to be considered a warranty.

Please complete the following checklist by placing an "X" on each item as completed.

Application:

Completed Building Permit Application

Site Plan & Survey:

- Site Plan drawn to scale, showing: all lines of utility as shown on the Survey Plat
- _____ Landscape Plan (if applicable)
 - _____ Lot dimensions
 - _____ Building location on the lot, along with width and length
 - _____ Street fronting setbacks from all property lines
 - _____ Easements and/or Right-of-Ways located on the parcel
 - _____ Accessing streets with street names
 - _____ Existing structures on site
 - _____ Street parking and new parking spaces at 17'0" x 6'0" each. Number based on Pls. 3.6
 - _____ North arrow, scale, date, and person drawing Site Plan (name, address and phone number)
 - _____ Site Plan shows Information Panel

Applicant acknowledges that it is not a contractor, architect or engineer, and that the applicant is responsible for obtaining all necessary permits and approvals for the proposed project.

Building _____ Electrical _____ Mechanical _____ Plumbing _____
Building with height (feet) _____ Fire (if applicable) _____

Additional Information:

- _____ Completed Form of Notice with Building Permit Application & Notice of application
- _____ Landscape Plan for new construction
- _____ Lots using north arrow must provide a thorough Surveyor's Map to the Department before or upon permit issued.
- _____ When a Permit, if additional land is being developed

Disclaimer: The Town of Smithfield does not warrant the accuracy of the information provided.



Change of Use/Occupancy of Non-Residential Buildings

This document has been prepared to help individuals and firms who are pursuing a substantial change of use of a building understand tasks that need to be completed to comply with State Building Codes, State Fire Codes, Unified Development Ordinance and other local codes and ordinances. The occupancy of a building without compliance with the laws of the State of North Carolina, Forsyth County and the Town of Kernersville is a criminal act.

State Building and Fire Codes:

- **Plans:** A design professional is required to "Seal" all plans for non-residential building plans for new construction and up-fits with an Appendix "B" submittal for review and approval prior to commencement of work within the building.
- **New Construction and Up-Fit Activities:** The design professional "Sealed" plans shall include, but not limited to, the following construction trades and activities:
 - Building & Demolition
 - Electrical
 - Mechanical
 - Plumbing
 - Fire
- **Compliance with Regulations:** Change of use shall require compliance with, but not limited to, the following codes and ordinances:
 - 101.3.1 Requirements of other state agencies, occupational license boards or commissions.
 - NC Building Code
 - NC Accessibility Code (parking, access, restrooms, etc.)
 - NC Plumbing Code
 - NC Mechanical Code
 - NC Electrical Code
 - NC Fire Prevention Code
 - NC Fuel Gas Code
 - NC Energy Conservation Code
 - NC Existing Buildings Code
 - NC Rehabilitation Code
 - NC Building Code – Administrative Sec. 101.3.3Referenced standards and 101.3.6 Existing buildings.
 - Additions, alterations, repairs, replacement, rehabilitations or changes of occupancy shall be permitted to any existing structure or service system without requiring the existing systems to comply with all the requirements of the current building codes. All new work shall conform to the requirements of the technical codes for new construction except as modified by either the existing buildings code or the rehabilitation code. For any portion of an existing building or service system that 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 either the existing buildings code, the rehabilitation code or the technical codes.
 - Town of Kernersville Code of Ordinances
 - Outside agency (FC Health Dept, NC Child Daycare Section, NC Dept. of Labor, OCUIC, etc...) applicable approvals required to be submitted at time of building permit application

Unified Development Ordinance:

The Unified Development Ordinance contains all of the Town of Kernersville development related standards for, but not limited to:

- Stormwater
- Flood Zones
- Zoning
- Signage
- Parking
- Landscaping
- Buffers

Inspections:

After plans are approved and permits are issued, inspections are required for all regulated work. The permit holder is responsible for calling to schedule inspections. Regulated work falls under, but not limited to, the following permits and regulations:

- Building
- Electrical
- Mechanical
- Plumbing
- Fire
- Zoning
- Watershed
- Driveway Permit
- Outside agencies

Certificate of Occupancy:

After all plans have been approved and inspections completed, the permit holder is required to receive a Certificate of Occupancy. Occupancy of a building without approved plans and inspection approval is a criminal act (Class 1 Misdemeanor). **State Statute § 160A-473. Certificate of Compliance.**

- At the conclusion of all work done under a permit, the appropriate inspector shall make a final inspection, and if he finds that the completed work complies with all applicable State and local laws and with the terms of the permit, he shall issue a certificate of compliance. No new building or part thereof may be occupied, and no addition or enlargement of an existing building may be occupied, and no existing building that has been altered or moved may be occupied, until the inspection department has issued a certificate of compliance. Violation of this section shall constitute a Class 2 misdemeanor.

On page 2 is a questionnaire that may assist you and the staff in understanding what codes and ordinances may apply to your project and the type of plans and inspections that would be required.

Town of Kernersville
Community Development Department
336-993-0605
cd@kernersville.com