# CHANGE OF USE PERMITTING PROCESS

Mecklenburg County Code Enforcement
2145 Suttle Avenue | Charlotte |North Carolina | 28208 | 980-314-2633

MECKLENBURG COUNTY CodeEnforcement

Many buildings that make Mecklenburg County such a vibrant area started out as something else; built as a factory, the building is now a restaurant, a Bed & Breakfast was once a single family home, or a warehouse is now a church.

Mecklenburg County Code Enforcement coordinates the Change of Use process for the City of Charlotte, the 6 Towns (Cornelius, Davidson, Huntersville, Matthews, Mint Hill, Pineville) and Mecklenburg County.

The owner of the property must go through Mecklenburg County Code Enforcement's Change of Use process before transforming one structure into something new.

Example:  a Nail Salon (Business Occupancy) vacates a space and the new tenant will operate a Gift Shop (Mercantile Occupancy).

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A Business Occupancy is calculated at 100 square foot per person for egress requirements. In a 3000 square foot space the occupancy requirement would be 30.

**3000 square feet**

A Mercantile Occupancy is calculated at 30 square foot per person for egress requirements. This same 3000 square foot space may now have 100 occupants.

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When a change of use occurs it is necessary to have a design professional evaluate the space and make appropriate changes to ensure the space is compliant with the current code for the new occupancy.  This project must be submitted for Plan Review/Permitting.

One main concern is the determination if there are adequate EXITS and RESTROOMS to accommodate the additional customers.

A Code Enforcement Official must verify the space code compliant and a new Certificate of Occupancy is issued when the permit has final approval for the new occupancy.

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Every building and space is designed to be code compliant for the use intended in the space. Each occupancy has different code requirements, tied directly to the hazard of the use. As the risk to human life increases, the more stringent the requirements of the code.

## 10 main occupancy designations in the Building Code:

- **Assembly**
- **Business**
- **Educational**
- **Factory**
- **High-Hazard**
- **Institutional**
- **Mercantile**
- **Residential**
- **Storage**
- **Utility and Miscellaneous**

# 1. Determine the correct address and intended use of the property

**City of Charlotte**: Visit the City of Charlotte Planning/Zoning website or call 704-336-2205. City of Charlotte Zoning staff are also located in the Code Enforcement Customer Service Center at 2145 Suttle Avenue (LUESA Building).

**Town of Cornelius**: Visit the Town of Cornelius Planning & Zoning website or call 704-892-6031.

**Town of Davidson**: Visit the Town of Davidson Planning website or call 704-892-7591.

**Town of Huntersville**: Visit the Town of Huntersville Planning website or call 704-875-7000.

**Town of Matthews**: Visit the Town of Matthews Planning and Development website or call 704-847-4411.

**Mecklenburg County**: Visit Land Development-Mecklenburg County website or call 311.

**Town of Mint Hill**: Visit the Town of Mint Hill Planning website or call 704-545-9726.

**Town of Pineville**: Visit the Town of Pineville Planning and Zoning website or call 704-889-2202.

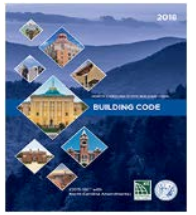
Once determined the intended use is permitted by the appropriate zoning department the project may be submitted for plan review.

2. **Complete the OnSchedule Application**

3. **Submit plans to your account online (EPM). Plans must comply with 2018 North Carolina State Building Code*.**

**For more detailed information on this process please contact our Commercial Technical Assistance Center (*CTAC*) at CTAC@MecklenburgCountyNC.gov**

*Visit the North Carolina Department of Insurance website to view codes online.



# QUESTIONS?

## Contact our

# CUSTOMER SERVICE CENTER

# 980-314-2633