



Town of Zebulon

Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597

Phone: (919) 823-1810 Fax: (919) 269-6200

www.townofzebulon.org

Commercial Permit Application Requirements

Please carefully read the following submittal requirements for commercial applications. Incomplete applications will not be accepted. Projects located in special protection areas (fire districts, flood plains, etc.) may require additional material. Staff reserves the right to request any material that may be required to determine compliance with the NC Building Code.

*** For new construction of commercial structures or new residential developments that need Special Use Permit (SUP) or Technical Review Committee (TRC) review, please obtain prior approval from planning staff before turning in your commercial building permit submittal packet.*

Required for All Commercial Applications:

<u>Document/Information</u>	<u>Details</u>
Application Form	Complete all fields pertaining to project
Appendix B/Scope of Work	Required for all work commercial work
Three Sets of Plans	Copies required for Fire, Office and Field Copy. All plans must be dated and signed by the designer. Professional seals, when applicable to the project, must appear on each sheet and must be signed and dated by the designer. Plans must be legible and drawn to scale
Lien Holder Certification OR Lien Holder Exemption (FOR ALL PROJECTS OVER 30,000)	If property owner is acting as the general contractor, they may sign the owner exemption form instead.
Workers' Compensation Affidavit and Certificate(s) of Insurance (FOR ALL PROJECTS OVER 30,000)	Certificate(s) of liability insurance is required, also required to register insurance information with the NC Industrial Commission (G.S. 97-19)
Electronic Construction Plans (required at end of projects that involve adding square footage to a property along with the as-built for the project)	Plans must be legible and drawn to scale. Min. ¼" = 1' scale.
Fire Permit	Contact Fire Dept. at 919 269 6487 for fire sprinkler permit



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Required for Applications that need Planner Approval:

<u>Document/Information</u>	<u>Details</u>
Zoning Permit Application (See Senior Planner Julie Spriggs/Planner 1 Mackenzie Day for further Information)	Required for signs, or if adding anything outside of structure (deck, outdoor patio for restaurants, etc.)
Site Plan (DRAWN TO SCALE)	May include increase in building footprint and increase in impervious surface area (for questions please contact Mackenzie Day at mday@townofzebulon.org)

Required for Restaurants and Eating Establishments:

<u>Document/Information</u>	<u>Details</u>
Wake County Health Department Approval	Food Service Plan Review Application (for questions please contact jennifer.edwards@wakegov.com)
One set of Plans	Required for Wake County Health Dept. Approval (for questions please contact jennifer.edwards@wakegov.com)
Grease Trap Approval	Contact Tim Beasley (919)996 - 2334 or Timothy.Beasley@raleighnc.gov
Other Permits You May Need for Opening a Restaurant or Eating Establishment	Please call Wake County (919) 856-7440 before you buy, build, or remodel. You can also visit http://www.wakegov.com/food/healthinspections/building/Pages/default.aspx
Business Registration	See Keyona Walston (kwalston@townofzebulon.org) in Finance/HR Dept.

Required for Child Daycare Facilities

<u>Document/Information</u>	<u>Details</u>
Child Care Center Plan Review Application	Contact Jessica Sanders, R.S. at (919) 856-7417
Business Registrations	See Keyona Walston (kwalston@townofzebulon.org) in Finance/HR Dept. at Town of Zebulon



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Plans showing layout of child care center	Three sets of plans drawn to scale. Plans must be legible.
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Required for ABC License

<u>Document/Information</u>	<u>Details</u>
Commercial Permit Application	Complete all fields pertaining to project
Local Government Opinion Application	For the Town Manager to sign
Inspection/Zoning Compliance Application	For the inspectors to sign at end of inspection, will need to bring in signed copy at end of inspections
Detailed Floor Plan of Business (if restaurant, bar, club, etc.)	Can be hand drawn but drawn to scale, should include square footage and customer service area. Plans must be legible.



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