



**PLEASE  
REMEMBER:**

In order for us to serve you better, we ask that you submit all required documents promptly. This will prevent delays in the issuing of your permit.

There may be additional information requested during the process of issuing your permit, and your cooperation in this process is greatly appreciated.

If you fail to provide complete, accurate information in the early stages of the permit process, it will cause delays in receiving your permit.

We look forward to serving you!

**ROUTING #** \_\_\_\_\_

**NOTE: THIS PROCEDURE IS BASED  
ON A LEGALLY SUBDIVIDED LOT!  
CONTACT PLANNING SECTION  
FOR DETAILS**

**IMPORTANT NUMBERS**

**COMMERCIAL PERMIT FACILITATOR**  
(336) 641-5768

**CONSTRUCTION PLANS REVIEW-  
SUPERVISOR**  
(336) 641-3753

**PLANNING SECTION**  
(336) 641-3334

**COMMUNITY SERVICES**  
(336) 641-3645

**ENVIRONMENTAL HEALTH**  
(336) 641-5767

**EROSION CONTROL/GRADING**  
(336) 641-3803

**FIRE MARSHAL**  
(336) 641-7565

Guilford County Planning  
and  
Development Department  
P. O. Box 3427  
Greensboro, NC 27402  
(336) 641-3334  
Fax: (336) 641-6988

**SO YOU WANT A  
COMMERCIAL  
PERMIT...**



**HERE ARE SOME  
IMPORTANT  
QUESTIONS TO ANSWER FIRST:**

**WHAT TYPE OF WATER SUPPLY?**

If you have access to city water and sewer:

1. Contact Community Services at  
(336) 641-3645.

If you will need a well and/or septic system:

1. Complete Improvement Permit application for Soil Evaluation. Provide a plot plan, or layout of the property showing where the well and septic will be in relation to the building. Improvement Permit fees are based upon number of employees and type of business.
2. Return this information to the Commercial Permits Office of Guilford County, (336) 641-5768.

**DO YOU NEED EROSION CONTROL OR  
A GRADING PERMIT?**

1. Contact the Soil Erosion Chief at (336) 641-3803 for grading information, erosion control, and device releases.

**DO YOU NEED A DRIVEWAY PERMIT?**

2. Contact NCDOT at (336) 334-3161 for information concerning rights-of-way and driveway permits.

**DOES YOUR SITE REQUIRE  
WATERSHED CONTROLS?**

3. Contact the Watershed Engineer at (336) 641-3784 for information concerning watershed control requirements and designated watersheds.



## THE ROAD TO A COMMERCIAL PERMIT

### SUBMITTING PLANS

- The number of site plan copies needed varies depending on the water and sewer option available to the site.
  - Submit nine (9) copies of the site plan if the project uses or proposes to use well and septic.
  - Submit fifteen (15) copies of the site plan if the project currently receives water and/or sewer from the City of Greensboro.
  - Submit twenty-three (23) copies of the site plan if the project is to receive water and/or sewer from the City of Greensboro and is subject to a Water and Sewer Agreement (WSSA).

Submit all plans to the commercial permit facilitator, along with the site plan review fee. (See Fee Schedule for site plan review charge).
- Submit three (3) copies of construction drawings, including plumbing, mechanical, and electrical plans, along with the [COMMERCIAL PERMIT APPLICATION](#).
- Contact the Planning Section to discuss site plan requirements.**

### THE PERMITTING PROCESS

- A Soil Evaluation can take from 2-3 weeks and Septic Check can take from 5-7 business days.
- The planner reviewing the site plan will contact the engineer/surveyor with any comments, questions, or concerns. If site plan revisions are required, comments are

forwarded to the surveyor, architect or engineer working on the plan.

- Construction drawings are reviewed in 5-7 business days once the site plan has been approved; however if a letter is mailed out from the Fire Marshal or the other reviewers, the process will require additional days.
- Keep in mind these times are approximate and may be extended if necessary.
- Major Site Plans (those over 15,000 sq. ft. of gfa) will require approval from the Technical Review Committee.



## OTHER TYPES OF COMMERCIAL PERMITS

### ADDITION TO AN EXISTING BUILDING

- If the site has an existing well and/or septic, apply for a Septic Check.
- Submit nine (9) copies of the site plan to the commercial permit facilitator, along with the site plan review fee. (see Fee Schedule for site plan review charge).
- Submit three (3) sets of construction drawings.
- Contact the Planning Section to discuss site plan requirements.**

### UPFIT PERMIT

This kind of permit usually involves interior work in an existing building.

- Submit three (3) sets of construction drawings along with a [Commercial Permit Application](#).
- If plumbing, mechanical, or electrical work is involved, include the necessary drawings.

### CHANGE OF OCCUPANCY PERMIT

A change of occupancy is when a new company chooses to occupy an existing building.

- Verify that the zoning is correct for the proposed use. Contact the planning or zoning section for more information.
- If site has an existing well and septic, apply for Septic Check.
- If a new system is desired, a soil evaluation will be required.
- You may contact the Planning Section to discuss site plan requirements.



### WHEN IS A SITE PLAN REQUIRED FOR A CHANGE OF OCCUPANCY PERMIT?

A site plan is required if there is not one on file with the county. **Do not assume there is one on file; contact the Commercial Permit Facilitator to find out.** Whether you are leasing the property or buying it, a site plan is required.

### WHAT KIND OF CONSTRUCTION DRAWINGS IS REQUIRED FOR A CHANGE OF OCCUPANCY PERMIT?

If any structural changes, plumbing, electrical, and/or mechanical changes are being made to the existing building, full drawings must be submitted.

If no structural changes are being made, a floor layout with accurate measurements showing means of egress, door widths, etc. is required.