



City of Dunn Planning & Inspections Department
102 N. Powell Ave. P.O. Box 1065
Dunn, NC 28335
Main: (910) 230-3505 Fax: (910) 230-9005

Application for Change of Use or Occupancy Permit

Applicant Name: _____ Phone Number: _____

Applicant Address: _____ City: _____ State: _____ Zip: _____

Applicant Email: _____

Site Address: _____

Occupant/Business Name: _____

Property Owner: _____ Phone Number: _____

Owner's Address: _____ City: _____ State: _____ Zip: _____

Business Contact: _____ Phone Number: _____

Contact Email: _____

Existing Type of Property: ☐ Residential ☐ Non-Residential Zoning Classification: _____

Existing Use/Occupancy Type: _____ Proposed Use/Occupancy Type: _____

Building Code Used For Changes: ☐ 2018 NC Building Code ☐ 2018 NC Existing Building Code

Description of Proposed Work/Business Include Hours of Operation: _____

Building Total Square Footage: _____ Number of Floors: _____ Area Per Floor: _____

Please Read carefully:

- 1) **Copy of the executed lease agreement.**
- 2) **REQUIRED: Include a floor plan of existing and proposed uses. The floor plan must be drawn to scale with all exits marked. The drawing must include life safety devices to include exit signs, fire extinguishers, exit paths, etc.**
- 3) This application is for approval of change of use only. Proper building and trade permits will need to be issued prior to any work being started.
- 4) A pre-inspection may need to be done in order to provide an accurate list of changes that will be required for the proposed change of use.

Property Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Inspector Signature: _____ Date: _____

Fire Marshal: _____ Date: _____

Zoning Administrator: _____ Date: _____