



## Commercial Building & Up-fit Application

So that we may efficiently review your project in a timely manner, it is important that all applicable documents and fees listed on the "Submittal Checklist" below are submitted with your application.

### SUBMITTAL CHECKLIST

Address for property: \_\_\_\_\_

- For property requiring an address, contact Laura Coppola, GIS Specialist, at 704.920.4375 or lcoppola@kannapolisnc.gov
- For property requiring 1-5 addresses, the addresses will be viewable through Cabarrus County GIS within 5 working days
- For property requiring more than 5 addresses, the addresses will be viewable through Cabarrus County within 10 working days

Digital format of all documents submitted through Accela Citizen Access: <https://accela1.cabarruscounty.us/CitizenAccess/> Create a Plan Review, Building (PRB). All City of Kannapolis required documents must be uploaded and legible. For property in the extra-territorial jurisdiction (ETJ) in Rowan County, all required documents must be presented in person at the planning department.

City of Kannapolis required documents to be submitted with this application:

- Site Plan of property showing all existing and proposed structures and measurements of easements and setbacks if no related Plan Review Site (PRS)
- Full Architectural/Building Plans
- Sprinkler and Fire Alarm Plans

Interior Up-fits Only

- Building Plans
- Sprinkler and Fire Alarm Plans

All applicable fees per the current City of Kannapolis fee schedule must be paid before issuance of permits (all fees may not apply)

- Zoning Permit Fee
- Fire Department Fee
- Tap Fee
- Driveway Fee (only applicable to development taking access from streets maintained by the City of Kannapolis)

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THE APPLICANT IS ALSO RESPONSIBLE FOR SUBMITTING PLANS TO THE DEPARTMENTS LISTED BELOW. PLEASE CALL THESE DEPARTMENTS DIRECTLY TO DETERMINE THEIR SPECIFIC SUBMITTAL REQUIREMENTS.**

**CABARRUS OR ROWAN COUNTY BUILDING INSPECTIONS**

Plans must be submitted to the County in order to receiving a Building Permit.

Typically, **plans can be reviewed concurrently** by the City and the County.

**Cabarrus** - 65 Church Street South, Concord, NC 28025; (p) 704.920.2128

All development within the city limits of Kannapolis

(regardless of being located in Rowan County, except ETJ) is reviewed by Cabarrus County.

**Rowan** - 402 North Main Street, Salisbury, NC 28144-4373; (p) 704.216.8619

All development within the Kannapolis Extra Territorial Jurisdiction (ETJ)

is reviewed by Rowan County.

# APPLICATION

Project Name: _____	Parcel ID: _____
Physical Address: _____	Zoning District: _____

## New Construction

<p><b><u>Project Description</u></b></p> <input type="checkbox"/> addition/expansion <input type="checkbox"/> change of use <input type="checkbox"/> other _____	<p><b><u>Proposed Use (check all that apply)</u></b></p> multi-family office/institutional retail manufacturing/industrial warehousing transportation/utility	<p><b><u>Description of use (ie. restaurant, real estate office, etc.)</u></b></p> _____ _____ _____ _____
<p><b><u>Square Footage</u></b></p> Existing: _____ Proposed: _____		

## Upfit Only

<p><b><u>Project Description</u></b></p> <input type="checkbox"/> upfit <input type="checkbox"/> change of use <input type="checkbox"/> other _____	<p><b><u>Proposed Use (check all that apply)</u></b></p> multi-family office/institutional retail manufacturing/industrial warehousing transportation/utility	<p><b><u>Description of use (ie. restaurant, real estate office, etc.)</u></b></p> _____ _____ _____ _____
<p><b><u>Square Footage</u></b></p> Existing: _____ Proposed: _____		

## Grading Permit Information

Yes	No	
		Is the proposed land disturbance greater than 1 acre? If yes, submit a copy of the Sedimentation and Erosion Control Plan Approval from NCDENR.
		Is site development proposed within the FEMA 100-year flood fringe? If yes, submit a Floodplain Development Permit Application.
		Will any activity impact a City of Kannapolis public street Right-of-Way? If yes, submit a City of Kannapolis encroachment request.
		Will any activity impact an NCDOT public street Right-of-Way? If yes, submit NCDOT approval of encroachment request.
		Will any activity take place within a public utility easement? (i.e. water, sanitary sewer, storm drainage, power, gas) If yes, provide approval of encroachment from the utility owner(s).