



## **Zoning Permit Application**

***Zoning Permit Requested For:*** *(Check all that apply)*

☐ Land Use      ☐ Building      ☐ Sign      ☐ Driveway      ☐ Food Truck      ☐ Grading/Filling/Land Alteration

***Proposed Use Requested:*** *(Check all that apply)*

☐ Commercial      ☐ Residential      ☐ Wall Sign      ☐ Ground Sign  
☐ New Construction      ☐ Alteration/Repair

**Business Name or Type of Work:** \_\_\_\_\_

**Address of Project:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Applicant Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**This portion is required by all applicants or you may supply a lease agreement if applicable.**

**Property Owner or Property Manager Name:** \_\_\_\_\_

**Property Owner or Property Manager Address:** \_\_\_\_\_

**Property Owner or Property Manager Phone Number:** \_\_\_\_\_

**Property Owner or Property Manager Signature:** \_\_\_\_\_

**Email:** \_\_\_\_\_

***Manufactured Home Information:***

**Make:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Dimensions:** \_\_\_\_\_

**Serial #:** \_\_\_\_\_ **UL HUD#:** \_\_\_\_\_

***Applicant Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_



## NEW BUSINESS WORKSHEET

Thank you for choosing Smithfield, North Carolina as a place to do business. **Please complete each step and obtain the required approval signature before advancing to the next. All steps are within walking distance of Smithfield Town Hall. Keep this worksheet with you until all steps are completed. You may contact each department at the phone numbers listed below for information regarding fees and required deposits.**

1. **Zoning Permit** A completed zoning permit application must be provided for full consideration. Planning Department personnel can assist you by calling 919-934-2116 ext.1112, visiting us online at [www.smithfield-nc.com](http://www.smithfield-nc.com) or in person at Smithfield Town Hall located at 350 East Market Street.

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*Zoning Official Signature*

*Date*

2. **Change of Use/Change of Tenant (Commercial Permit Application)** from Johnston County Inspections is required. You must contact Johnston County Building Inspections at 919-989-5060 or visit Johnston County Land Use Center at 309 East Market Street. The Commercial Permit Application can be found at: <https://www.johnstonnc.com/insp/content.cfm?pageid=99>

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*Inspections Official Signature*

*Date*

3. **Fire Safety Inspection** of the work space you plan to use for business purposes may be required. You must contact the Smithfield Fire Department at 919-934-2468 or visit them at 111 South Fourth Street. The Fire Inspection application can be found at: <https://www.smithfield-nc.com/page/open/4640/0/Application%20for%20Fire%20Inspection.pdf>

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*Fire Marshal Signature*

*Date*

4. **Business Licenses** are only required for businesses involved in the sale of alcohol. Finance Department personnel can assist you by calling 919-934-2116 ext. 1136 or visit us at Smithfield Town Hall located at 350 East Market Street. ☐ ***Applicable***      ☐ ***Not Applicable***

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*Finance Dept. Signature*

*Date*

5. **Utility Services** can be established once the above steps and signatures have been completed by contacting a utility customer service representative at 919-934-2116 ext.1105 or ext. 1113 or visit us at Smithfield Town Hall located at 350 East Market Street.

Proposed Business Name: \_\_\_\_\_

Type of Business (Describe the nature of the business): \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Previous use of building (if known): \_\_\_\_\_

Number of on-site parking spaces devoted to use: \_\_\_\_\_ Square footage of unit/building: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

By my signature, I certify that I fully understand that this worksheet does not authorize the use or construction activity described herein until this request has been evaluated and appropriate permits have been issued by the Town of Smithfield and Johnston County Building Inspections All applications for utility service shall be considered temporary until compliance with all applicable Federal, State, and Municipal Regulations has been determined.

Signature \_\_\_\_\_ Date \_\_\_\_\_