



Zoning Permit Application

Zoning Permit Requested For: (Check all that apply)

Land Use Building Sign Driveway

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: (street # required) _____

Subdivision Name: _____

NCPIN#: _____ Zoning: _____ Square Footage: _____

Applicant Name: _____

Applicant Address: _____

Applicant Contact Numbers: _____

Email: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Contact Numbers: _____

Property Owner 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. See the location map on the back of this form for the location of each step. 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.1111 or ext.1112, visiting us online at www.smithfield-nc.com or in person at Smithfield Town Hall located at 350 East Market Street.

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 308 East Market Street. The Commercial Permit Application can be found at: <https://www.johnstonnc.com/insp/content.cfm?pageid=99>

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>

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. 1135 or visit us at Smithfield Town Hall located at 350 East Market Street. **Applicable** **Not Applicable**

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 visit us at Smithfield Town Hall located at 350 East Market Street.

Proposed Business Name: _____

Type of Business (Describe business activity): _____

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 _____