

BUSINESS INSPECTION REQUEST AND ZONING COMPLIANCE CERTIFICATE

Please be advised that, prior to requesting a business inspection, the Planning Department is required to insure that the property is zoned appropriately for the proposed use and that all requirements relative to parking, landscaping, setbacks, etc. are met, if applicable. In the case of a change of use, it may be necessary for the new business to meet regulations which were not previously applicable such as landscaping, parking or other performance standards. The cost for a business inspection is \$100 plus a \$15 Tech. fee. Upon request, an appointment will be set up for the Inspections Department to examine your site for Building Code compliance. If you (or your representative) do not show up for the inspection, you forfeit the inspection cost. A written report of applicable requirements will be prepared and available within three to four working days after inspection.

Location of Business Inspection Request: _____

Applicant Name: _____ Phone: _____

Applicant’s Mailing Address: _____

Is the proposed business a change of use? _____ Previous use: _____

Describe in detail the business you propose to operate: _____

Hours/Days of Operation: _____ No. of Employees: _____

No. of Marked Parking Spaces available to serve the proposed business: _____

Area of Building or Unit: _____ Method of Refuse Disposal: Dumpster/Rollout Cart _____
(Do you have a contract with a waste provider? _____)

The below-signed certifies that the information provided above is accurate. If the property is occupied prior to all requirements either listed above or on the Inspections Report being completed and approved by the City, utilities to this location may be disconnected or zoning penalties may be imposed. I understand that no Certificate of Completion will be issued until all work, as required by the City of Goldsboro, has been completed.

Signature of Property Owner Date Signature of Applicant Date

Printed Name of Property Owner

OFFICE USE ONLY

Current Zoning: _____ Is proposed use permitted? _____

Parking Required: _____ Parking Available: _____

Site Plan/Floor Plan/Landscaping Required? _____

Additional Requirements or Notes: **Additional requirements may apply at conclusion of business inspection.**

Date and Time of Inspection: _____ Reviewed by: _____

Inspections Department (919) 580-4385 Date

Inspectors should arrive: _____

Planning Department (919) 580-4335 Date

THESE SIGNATURES ARE NOT APPROVAL TO OCCUPY THE FACILITY. Revised 06/14/16

Business Inspection Procedure

(If the proposed location for the business has been closed for 6 months or longer and/or is a change of use, a Business Inspection is required)

1. Need address of location for new business.
 2. Complete Business Inspection Request form and obtain signatures of applicant and property owner.
 3. Submit completed/signed form to Inspections Department for review and approval. Review/approval from the Planning Department will also be required.
 4. The \$115 inspection fee is due at this time to the Inspections Department.
 5. An appointment will be set up for the inspection at the proposed business location. Business inspections are performed on Tuesday, Wednesday, & Thursday morning at 9:30 am. **You or a representative will need to meet the inspectors at the location on the day/time of the appointment or you forfeit the \$115 (\$100 permit + \$15 Tech Fee) inspection fee. A new inspection date will be rescheduled, and the \$115 fee will also apply.**
 6. The Inspectors (Building, Mechanical, Fire, Electrical, Plumbing, Planning) will perform their inspections and note all requirements needed to bring the building up to code for the required use.
 7. A written report of all requirements will be prepared, and the applicant will be notified when to come and pick up and sign for the report. Normally available within 5 to 7 working days after the inspection.
 8. The report will advise of all items to be corrected and if permits need to be obtained by licensed contractors to perform the work.
 9. After ALL requirements on the report and any permits that have been obtained are completed a Business Registration (\$20 fee) and the water account can be set up at this time. The transfer/set up fee for most water accounts is \$100. This fee can be verified by the water department when the account is set up.
- ** If you are advised by any inspector that a part of your inspection passed call Lynn at 919-580-4385 before coming to the Inspections Department to confirm all items have passed and you are ready for your Business Registration and water account set up.**

Please contact Lynn with the Inspections Department at 919-480-4385 if more information or assistance is needed.