

# CITY OF GOLDSBORO

## TO OPEN A NEW BUSINESS OR CHANGE OF EXISTING BUSINESS

1. **Fill out a business inspection request form**

If the business has been closed for more than six (6) months or is a change of use you will need to complete the business inspection request form. Forms may be obtained from the Building Inspections Department at 200 North Center Street, Goldsboro, NC or on-line at [www.ci.goldsboro.nc.gov](http://www.ci.goldsboro.nc.gov) by clicking on "Departments" then "Inspections" and then selecting the form from the drop-down menu.

2. **Forward the completed business request form to the Planning Department for zoning approval**

The Planning Department will review the application for compliance with zoning regulations. Please note that many changes of use may require the installation of street trees and vehicular surface buffer landscaping (shrubby that hides parking areas), installation of vegetative screening buffers when nonresidential or multi-family projects abut a residentially zoned or developed property and, under some circumstances a full vegetative retrofit to bring the property into compliance with current landscaping standards.

Where substantial changes to the existing building are proposed or where an existing building has been vacant for more than one year, the City may require construction of sidewalks. A pre-submittal meeting is recommended in order to address any and all zoning questions. Please call 919-580-4333 to schedule a pre-submittal meeting.

3. **Purchase a fire permit**

If the business has been closed for less than six (6) months, is not a change of use, and no structural change is being made to the existing business, a fire permit will need to be purchased. The cost of the fire permit is \$65.00. After the inspection has been completed and passed by the fire inspector, the new business will be issued a Certificate of Completion and apply for permanent water.

4. **Schedule a business inspection**

Business inspections are performed on Tuesdays, Wednesday and Thursdays. Access to the building will have to be provided by the applicant. Express Business Inspections are available upon request. Inspections may be scheduled at the Building Inspections office located at 200 North Center Street. The cost of the business inspection is \$75.00. The cost of an express business inspection is \$150.00.

After the inspectors view the building, a write-up of the minimum requirements to bring the structure up to Code will be prepared and sent to the applicant.

5. **Submit building/fire suppression plans if needed**

Some upfits or requests may, depending on the nature of the work proposed, require additional building, fire suppressions or site and landscaping plans.

6. **Make all necessary improvements or repairs**

All improvements must be completed prior to any occupancy, issuance of a Certificate of Completion or authorization or permanent water service.

7. **Schedule final inspections**

Call the Planning Department (919-580-4335) to schedule a landscaping inspection. To schedule a building inspection contact the Inspections office at (919-580-4385) or call the Automatic Permitting System (1-866-701-3308). You will need your permit number in order to utilize this system.

8. **Apply for Certificate of Completion/ABC license and pay license fees if applicable.**