



## DEVELOPMENT PERMIT PROCESS

(For Businesses)

Fee \$100

Application Hours 10:00 – 4:00

(Before 10 and after 4-by appointment only)

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### DO I NEED A DEVELOPMENT PERMIT?

- Are you constructing a new commercial building?
  - Are you opening a new business in an existing vacant building?
  - Are you changing the use of an existing building?
  - Are you changing the name of an existing business?
  - Is there a new change in owners of an existing business?
  - Are you making any additions to any existing buildings on the commercial property?
  - Are you adding any new accessory structures to the commercial property?
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**IF YOU ANSWERED YES TO ANY OF THE QUESTIONS ABOVE, THEN YOU WILL NEED TO COMPLETE A DEVELOPMENT PERMIT APPLICATION.**

#### Step 1. City of Henderson Planning Department - Henderson City Hall

134 Rose Avenue,  
(252) 430-5723

- Complete a development permit application, privilege license application, attach site plan (if applicable), and return them to the Zoning Administrator.
  - Allow up to two (2) business days for processing. The Zoning Administrator will contact you once the applications have been processed.
  - Development permit fee (\$100) is due when the process is complete. The approved permit and privilege license can be paid by cash, check, money order, debit card, or credit card)
  - A copy of the privilege license application and the approved permit will be submitted to the Water Department by staff.
  - Retain one copy of the approved permit for your records and take the other copy of the approved permit to Vance Co. Code Enforcement Office. See Step 2.
  - Please call the Planning Department at the phone number listed above if you have further questions during this process or would like to make an appointment.
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#### Step 2. Vance County Code Enforcement - Vance County Planning and Development

156 Church Street, Suite 003  
(252) 738-2080

- Submit one copy of the approved permit from the City's Planning Department.
  - Complete an application for a building and/or fire/safety inspection and pay the County fee for processing.
  - Vance County fees vary and can be paid by cash or check.
  - Once the inspection is satisfactorily completed, you will receive the requested building and/or fire/safety permit and will need to submit it to the City of Henderson Water Department.
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#### Step 3. City of Henderson Water Department - Henderson City Hall

134 Rose Avenue  
(252) 430-5700

- Take copy of fire/safety permit to water department to set up water and receive business license upon payment. Fees vary and can be paid by cash, check, money order, debit card, or credit card.



**DEVELOPMENT PERMIT APPLICATION**  
**(Fee: \$100 Commercial)**

Date: \_\_\_\_\_ PIN # \_\_\_\_\_  
**CITY OF HENDERSON ZONING ORDINANCE: ARTICLE 900. ADMINISTRATIVE AND LEGAL PROVISIONS**

**Application Instructions:** Complete all applicable sections of this form. No application will be processed by the Planning Department until a complete application and all required documents are received.

**APPROPRIATE SITE DRAWINGS ARE REQUIRED TO BE ATTACHED FOR ANY CONSTRUCTION, ADDITION, AND ACCESSORY STRUCTURES AND SHALL COMPLY WITH ALL STANDARDS SET OUT IN ARTICLE 600A AND 600B OF THE ZONING ORDINANCE. DESIGN STANDARDS FOR LANDSCAPING AND POINTS OF INGRESS AND EGRESS SHALL BE SHOWN ON SITE PLAN AND SHALL MEET ALL STANDARDS SET OUT IN ARTICLE 600A. EROSION CONTROL PLAN IS REQUIRED IF 1/2 ACRE OR MORE IS DISTURBED (EXCLUDING SINGLE-FAMILY DWELLINGS).**

Name of Applicant /Business \_\_\_\_\_ having made application for a Commercial Development Permit for property located at: \_\_\_\_\_ to be used as (explain) \_\_\_\_\_

<b>Developer's Name:</b>	<b>Engineer/Architect's Name:</b>
Street Address:	Street Address:
City, State Zip	City, State Zip
Contact phone #:	Contact phone #:
Email Address:	Email Address:

<b>Applicant's Name:</b>	<b>Property Owner's Name:</b>
Street Address:	Street Address:
City, State Zip	City, State Zip
Contact phone #:	Contact phone #:
Email Address:	Email Address:

**PLANNING & ZONING:**

**Property/Structure Information:**  
 Size of Lot: \_\_\_\_\_ acres # of proposed building(s): \_\_\_\_\_ Size of proposed building(s): \_\_\_\_\_  
 # of existing building(s) on lot: \_\_\_\_\_ Size of existing building(s) on lot: \_\_\_\_\_ One/two story building \_\_\_\_\_  
 Proposed/Existing Front Setback \_\_\_\_\_ Proposed/Existing Side Setbacks: Left \_\_\_\_\_ Right \_\_\_\_\_ Proposed/Existing Rear Setback \_\_\_\_\_

**Signage:**  
 New Signage \_\_\_\_\_ Face Replacements \_\_\_\_\_ # of signs \_\_\_\_\_ Name of Business \_\_\_\_\_  
 Wording of Sign (s): \_\_\_\_\_

**Structural Type:** *(Please add dimensions and square footage in space provided beside the appropriate structural type.)*  
 Roof \_\_\_\_\_ Suspended \_\_\_\_\_ Banner/Poster \_\_\_\_\_ Portable \_\_\_\_\_  
 Ground \_\_\_\_\_ Marquee \_\_\_\_\_ Pole \_\_\_\_\_ Wall \_\_\_\_\_  
 Awning \_\_\_\_\_ Canopy \_\_\_\_\_ Other \_\_\_\_\_  
 Total Square Footage of all signage \_\_\_\_\_ Material \_\_\_\_\_ Dates on Site (if temporary) \_\_\_\_\_

**WATER SERVICES:**

City Water \_\_\_\_\_ City Sewer \_\_\_\_\_ Well \_\_\_\_\_ Septic \_\_\_\_\_ Temporary Water Service Needed Before Inspection (Yes/No) \_\_\_\_\_  
 How Long Temporary Water Service Needed? \_\_\_\_\_ City Sanitation Pick-up (Yes/No) \_\_\_\_\_ or Contracted Dumpsters Needed (Yes/No) \_\_\_\_\_  
**\*\*Lots where well and septic tank are to be installed shall be approved by Vance County Health Department; 252-492-7915.**  
**\*\*A Health Department inspection is required for the following businesses: Food Service, Barber/Beauty Shop, Tattoo Shop, and Nail Salon.**

**WASTEWATER SERVICES:**

Will food be served (cooking involved)? \_\_\_\_\_ Will there be recycling of any oil/engine fuels? \_\_\_\_\_

**FIRE:**

**Existing Building:**  
 Does the building currently have a sprinkler system? \_\_\_\_\_

**New Construction:**  
 Will this building have a sprinkler system? \_\_\_\_\_

**IF A SPRINKLER IS INVOLVED IN ORDER TO MEET FIRE COMPLIANCE, A CURRENT YEAR SPRINKLER CERTIFICATION MUST BE PROVIDED.**

**ENGINEERING:**

Total Disturbed Area in Acres \_\_\_\_\_ Plan Submitted (Yes/No) \_\_\_\_\_

**Stormwater:**

Total Impervious Surface Area \_\_\_\_\_ Calculations Submitted (Yes/No) \_\_\_\_\_

Detention Pond or On Site Storage Required (Yes/No) \_\_\_\_\_ Plans and Calculations Submitted (Yes/No) \_\_\_\_\_

**Water System:**

On Site Fire Protection Required (Yes/No) \_\_\_\_\_ Fire Flow Calculations Submitted (Yes/No) \_\_\_\_\_

Water Main Extension Required (Yes/No) \_\_\_\_\_ Plans Submitted with P.E. Seal (Yes/No) \_\_\_\_\_

**Sewer:**

Sewer Main Extension Required (Yes/No) \_\_\_\_\_ Plans Submitted with P.E. Seal (Yes/No) \_\_\_\_\_

Remember to contact the **Vance County Code Enforcement Office at (252) 738-2080** for any building permit requirement and the **City of Henderson Fire Inspector at (252) 438-7315** for any fire inspections within the City. The Vance County Code Enforcement Office will not issue an occupancy permit until **ALL ZONING and BUILDING permits and FIRE inspection** have been completed and approved by the appropriate authorities.

I hereby certify that I am the **owner** or agent of the owner of that said property and I have authorized the proposed uses, change, or improvements. I further agree to conform to all applicable laws of this jurisdiction. Upon issuance of this zoning permit, I certify that the zoning administrator, code official, or code official's authorized representative shall have authority to enter areas covered by such permit at any reasonable time to enforce the provisions of the code(s) applicable to such permit.

**Owner's Signature:** \_\_\_\_\_ **Print Name** \_\_\_\_\_

I hereby certify that I have been authorized by the owner to make this application. I further agree to conform to all applicable laws of this jurisdiction. Upon issuance of this zoning permit, I certify that the zoning administrator, code official, or code official's authorized representative shall have authority to enter areas covered by such permit at any reasonable time to enforce the provisions of the code(s) applicable to such permit.

**Applicant's Signature:** \_\_\_\_\_ **Print Name** \_\_\_\_\_

**OFFICE USE ONLY      OFFICE USE ONLY      OFFICE USE ONLY      OFFICE USE ONLY**

**Purpose:**  Name Change       Change of Ownership       Change of Use       Commercial-New  
 Commercial-Addition       Deck       Accessory Structure       Home Occupation \_\_\_\_\_  
 Other (explain) \_\_\_\_\_

**Zoning Requirements:**

Use No. \_\_\_\_\_ Zoning \_\_\_\_\_ Front Setback \_\_\_\_\_ Side Setbacks \_\_\_\_\_ Rear Setback \_\_\_\_\_ Lot Width \_\_\_\_\_

Min. Lot Area \_\_\_\_\_ Max. Height of Structure \_\_\_\_\_ Max. % of Cover \_\_\_\_\_ Off-Street Parking Spaces \_\_\_\_\_

City / ETJ \_\_\_\_\_ Flood Plain (Yes/No) \_\_\_\_\_ Landscaping Plan \_\_\_\_\_ Elevations \_\_\_\_\_

Privilege License Application Completed? \_\_\_\_\_

**Costs:**

Zoning Permits \$ \_\_\_\_\_

Fire Inspection \$ \_\_\_\_\_

Privilege License \$ \_\_\_\_\_

Utility Fees \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

**Approved for Payment**

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

\_\_\_\_\_  
**Print Name** \_\_\_\_\_  
**Title**

**Approved for Development**

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

\_\_\_\_\_  
**Print Name** \_\_\_\_\_  
**Title**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_