

Commercial Permit Procedures

In order to obtain a commercial building permit you will need to obtain one or more of the following items.

For permit fees, see the Permit Fee Schedule.

1. An approved soil erosion and sedimentation control plan from the NC Division of Environmental Health and Natural Resources, local office in Mooresville, NC. Telephone 704-663-1699. This approval is required if the disturbed site is more than (1) acre.

2. If the construction site is within any of the following planning jurisdictions, contact the Cleveland County Planning Department at 704-484-4975:

Cleveland County, Belwood, Earl, Grover or Mooresboro.

Permit fee: \$60.00.

3. If the site is not served by a municipal sewer system, a permit and Authorization to Construct must be obtained from Environmental Health. The cost of this permit is \$250.00, you must apply **in person** at 311 E. Marion Street, Shelby, NC. Please bring a copy of the deed or a survey of the property

4. Submit at least 2 copies of the plans for plan review, sealed by a design professional (Architect or Engineer), when required. These plans must be a complete set, including Appendix B and the Electrical, Plumbing, Mechanical and Sprinkler drawings if applicable.

5. When applicable, must have an NCDOT Driveway Permit.