



Planning Department
401 Laureate Way
Kannapolis, NC 28081
704.920.4350

Change in Use

Are you Opening a New Business or Location?
If you are doing work on the building, please see the Commercial Upfit application

So that we may efficiently review your project in a timely manner, it is important that all applicable documents and fees listed on the "Submittal Checklist" below are submitted with your application.

Address for property: _____

For property requiring an address, contact Laura Coppola, GIS Specialist, at 704.920.4375 or lcoppola@kannapolisnc.gov

Digital format of all documents submitted through Accela Citizen Access:
<https://accela1.cabarruscounty.us/CitizenAccess/>
All City of Kannapolis required documents must be uploaded and legible.
Choose Change in Use when you are going through the permit process

City of Kannapolis required documents to be submitted with this application:

Reach out to Ben Barcroft (BBarcroft@Kannapolisnc.gov) for required documents

Fees

All applicable fees must be paid before issuance of permits. You will receive an emailed invoice from Accela Citizens Access, and can be paid online or in-person at Cabarrus County

Zoning Permit Fee \$30

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Building Permits

Plans must be submitted to the County in order to receiving a Building Permit.
Typically, plans can be reviewed concurrently by the City and the County. Applicants are responsible for submitting plans

Cabarrus County- 65 Church Street South, Concord, NC 28025; (p) 704.920.2128
All development within the city limits of Kannapolis
(regardless of being located in Rowan County, except ETJ) is reviewed by Cabarrus County.

Rowan County- 402 North Main Street, Salisbury, NC 28144-4373; (p) 704-216-8619
All development within the Kannapolis Extra Territorial Jurisdiction (ETJ) is reviewed by Rowan County.