



Commercial Building & Up-fit Permit Checklist

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.

SUBMITTAL CHECKLIST

Address for property: _____

- For property requiring an address, contact Laura Coppola, GIS Specialist, at 704.920.4375 or lcoppola@kannapolisnc.gov
- For property requiring 1-5 addresses, the addresses will be viewable through Cabarrus County GIS within 5 working days
- For property requiring more than 5 addresses, the addresses will be viewable through Cabarrus County within 10 working days

Digital format of all documents submitted through Accela Citizen Access: <https://accela1.cabarruscounty.us/CitizenAccess/> Create a Plan Review, Building (PRB). All City of Kannapolis required documents must be uploaded and legible. For property in the extra-territorial jurisdiction (ETJ) in Rowan County, all required documents must be presented in person at the planning department.

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

- Site Plan of property showing all existing and proposed structures and measurements of easements and setbacks if no related Plan Review Site (PRS)
- Full Architectural/Building Plans
- Sprinkler and Fire Alarm Plans

Interior Up-fits Only

- Building Plans
- Sprinkler and Fire Alarm Plans

All applicable fees per the current City of Kannapolis fee schedule must be paid before issuance of permits.

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: _____

THE APPLICANT IS ALSO RESPONSIBLE FOR SUBMITTING PLANS TO THE DEPARTMENTS LISTED BELOW. PLEASE CALL THESE DEPARTMENTS DIRECTLY TO DETERMINE THEIR SPECIFIC SUBMITTAL REQUIREMENTS.

CABARRUS OR ROWAN COUNTY BUILDING INSPECTIONS

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.

Cabarrus - 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 - 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.

COMMERCIAL UPFIT PERMIT APPLICATION

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New Construction

<u>Project Description</u>	<u>Proposed Use (check all that apply)</u>	<u>Description of use (ie. restaurant, real estate office, etc.)</u>
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Upfit Only

<u>Project Description</u>	<u>Proposed Use (check all that apply)</u>	<u>Description of use (ie. restaurant, real estate office, etc.)</u>
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Grading Permit Information

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