



Planning Department
401 Laureate Way
Kannapolis, NC 28081
704.920.4350

Commercial Building & Up-fit Application

Are you fixing up a commercial building?

Any changes to the interior or exterior need zoning approval. They might also need County Building approval, check with Cabarrus County for City properties and Rowan County for ETJ properties

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/>
Create a Plan Review, Building (PRB). All City of Kannapolis required documents must be uploaded and legible.

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

Interior Upfits Only

- Building Plans
- Sprinkler and Fire Alarm Plans

Interior and Exterior Upfits

- 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

Fees

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

- Zoning Permit Fee
- Fire Department Fee
- Tap Fee (if applicable)
- Driveway fee (if applicable)

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: _____

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.