

What if I need to upfit a new space?

1. Submit an [application](#) for a Certificate of Compliance and verify zoning with the Planning and Neighborhood Development Department.
2. Submit building plans and an upfit application found on the City's website: <http://www.concordnc.gov/Departments/Planning/Fees-Applications>
3. Once your case is approved, the contractor for the project can submit the Zoning Clearance Application for Plan Review Projects and a check for review fees to the Planning and Neighborhood Development Department.
4. A Zoning Clearance Permit will be issued.
5. Building permits will be issued by the Cabarrus County Commerce Department.
6. Once the upfit process is near completion, the customer must schedule a Certificate of Compliance fire inspection.

Detailed Questions?

Zoning and Permits?

- All business owners must secure a zoning permit before engaging in a business activity on a parcel of land. It is recommended that businesses obtain permits as early as possible during the business-planning stage.
- Contact: 704-920-5152
- <http://www.concordnc.gov/Departments/Planning/Zoning-Services>

Fire Inspections?

- For additional information such as top 10 violations, visit: <http://www.concordnc.gov/Departments/Fire/Fire-Prevention-Division/Fire-Code-Violations-and-Inspections>

Resource for County Requirements

Visit:

<https://www.cabarruscounty.us/business/Pages/Building-Your-Business.aspx>

Phone: 704-920-2182

Resource for State Requirements

Contact:

Business Link North Carolina

North Carolina Department of Commerce
4344 Mail Service Center

Raleigh, NC 27699-4344

Phone: 919-807-4280

Toll-free: 800-228-8443

<http://blnc.gov/>



Key Contacts

Joseph Beasley

Economic Development Coordinator

Phone: 704-920-5128

Email: beasleyj@concordnc.gov

Fire Inspections:

Phone: 704-920-5517

Email: fmo@concordnc.gov

Cabarrus County Building Inspections:

Phone: 704-920-2182

Business Link North Carolina

Phone: 919-807-4280



Planning & Neighborhood Development

Physical/Delivery

Address:

66 Union Street, South

Concord, NC 28025

Mailing Address:

P.O. Box 308

Concord, NC 28025



City of Concord

**Planning &
Neighborhood
Development**

Setting Up Shop
A guide for small businesses

66 Union Street, South
Concord, NC 28023

P: 704-920-5152

F: 704-786-1212

Congratulations for deciding to start your own business! Please allow us to assist you as you prepare to "Set Up Shop."

You need to meet state and local standards if you are:

- Opening or buying a new business
- Expanding or modifying an existing business
- Building a new structure
- Moving the location of your business

Our Goal:

Streamline this process in order to create a stress free, quick, and simple transition into business ownership.

What is your business classified as?

Minor Impact Business:

- The intended use of your building is permitted by zoning.
- You are moving into an existing site that does not require exterior site upgrades or internal alterations such as the addition of restrooms, kitchen, or removing walls
- Ownership of the business is changing.
- The name of the business is changing.

Advanced Impact Business:

- You are constructing a new building or expanding an existing building.
- You are upfitting the interior by installing/removing walls, bathrooms, kitchens, etc...
- Your business requires a rezoning, Special Use Permit, or Certificate of Appropriateness

What you need to do before opening your business to the public:

Minor Impact Business

1. Obtain a [Certificate of Compliance \(COC\) application](#) from our website or from our office.
2. Turn in application via e-mal, fax, or in person.
3. Contact the Fire Department to schedule a fire inspection for the subject property.
Phone: 704-920-5517
Email: fmo@concordnc.gov
4. With a complete fire inspection, the COC can be issued and the fee paid to the Planning & Neighborhood Development Department.
5. Take the COC to Cabarrus County's Building Permit Department and acquire a Certificate of Occupancy.
6. Power/utilities may now be placed in the new tenant's name.



Advanced Impact Business

1. Acquire and fill out the [Setting Up Shop New Business Form](#) from the Planning & Neighborhood Department or the City's website. Submit the form.
2. Gather all information and documents that provide information on the type of business, location, and operating activities to be conducted.
3. The Economic Development Coordinator will contact you to discuss your business' individual needs or concerns.
4. The Economic Development Coordinator will organize a meeting with you and expert staff to address needs and concerns.
5. Possible procedures/permits include: Rezoning, Special Use Permit, Certificate of Appropriateness (COA), Temporary Use Permit, Certificate of Nonconformity, plan review for an interior upfit, temporary power permit, plan review for exterior improvements, grading permit, Zoning Clearance Permit (ZCP), driveway permit, sign permit, stormwater permit, ABC permit, or state level approvals from organizations such as DOT or FEMA.

Joseph Beasley
Economic Development Coordinator
Phone: 704-920-5128
Email: beasleyj@concordnc.gov

Concord Development Ordinance Article 6, Section 6.5.1

A Certificate of Compliance (COC) is required in order "...to use, permit the use or occupancy of, connect or provide utilities to any building or land hereafter created, erected, changed, converted, altered or enlarged in its use or structure, including home occupations, until a Certificate of Compliance Permit has been issued by the Administrator. Freestanding single-family residences are exempt. Certificate of Compliance is the City's final permit before the Cabarrus County Building Inspections Department issues a Certificate of Occupancy."