Commercial Project Instructions:

Any COMMERCIAL Projects within the Town's zoning jurisdiction that will require an Iredell County building permit will also require a commercial zoning permit from the Town.

In general all COMMERCIAL INTERIOR UPFITS require:
An interior upfit application, the $50 fee, and an Appendix B. An Appendix B is a professionally drawn plan that is scaled and scaled by an architect or engineer which details the improvements and or demolition work to be done. Interior Upfits for Multi-Unit buildings require submission of building footprint with proposed unit highlighted and address labeling for proposed and surrounding units. All commercial uses MUST have a backflow preventer; see attached application and/or contact the Backflow Coordinator at 704-799-8995.

Submit these to the Planning & Community Development Department on the bottom floor of Town Hall, 413 N Main Street, Mooresville, NC, 28115. 704-662-7040.

A separate Appendix B must also be submitted to the Fire Marshal's office at 413 N. Main Street along with their own fee IF the project is within the corporate limits of the Town of Mooresville. Contacts:

David Brooks dbrooks@mooresvillenc.gov 704-660-7105

Additionally for RESTAURANT AND FOOD RELATED USES:
1. Contact the Iredell County Health Department, Food and Lodging Division, (also Pools, Tattoo Parlors) at 704-664-5281. Contacts are Bill Roberts, Wesley Sparks, or Kim Mecimore
2. Contact one of our FOG (Fat, Oil, Grease) Compliance Officers for a grease trap inspection: Lane Cory lcory@mooresvillenc.gov 704 663-3467
   Jeff Campbell jcampbell@mooresvillenc.gov 704-799-4192
3. For information on ABC (Alcohol Beverage Commission) Permits visit http://abc.nc.gov/

Additionally for INDUSTRIAL USES:
1. Contact our Environmental Compliance officer Eric Brackett ebrackett@mooresvillenc.gov or 704-662-3051.
2. Contact the Iredell County Health Department at 704-664-5281.

After receiving a Town of Mooresville Zoning Permit submit it to Iredell County Building Permits and Inspections at 349 N. Center Street, Statesville, NC 28687. 704-878-3113.

Before receiving a CO (Certificate of Occupancy) or final building inspections from Iredell County you will need to call Development Services for a final zoning inspection (704) 662-7040.

www.mooresvillenc.gov www.co.iredell.nc.us

COMMERCIAL EXTERIOR UPFITS require an upfit application, the $50 fee, and a review from the Development Services Staff for compliance with the architectural requirements in Chapter 6 of the Town of Mooresville Zoning Ordinance. A sketch or photograph of the exterior finish material may be required. Commercial Exterior Upfits may require a full site plan review and an Iredell County building permit depending on the extent of the work to be done.
Town of Mooresville Application
For Commercial Interior Upfit or Change of Use
Date Received
**Please allow one (1) week for processing**
Fee is $50.00
Zoning Approval

UPFIT Address including Suite #

Tax Parcel Identification #

Proposed Use Existing/Previous Use

Applicant Name Company

Applicant Address Email

Office # Fax # Phone# (Cell)

Is the building sprinkled? Does it currently have a grease trap?

If this is a new building what is the shell permit #? Is it Finaled?

Provide a description of the proposed improvements (including equipment installation and removal) and a SCALED DRAWING. If changes include any demolition/or installation of walls, doors, windows, etc. ENGINEERED DRAWINGS (Appendix B) must be provided.

Property Owner’s Name Address

Payable by check, cash or credit card; Credit Card payment can be accept by phone. Checks should be made payable to the Town of Mooresville

Town of Mooresville Planning and Community Development Department OFFICE HOURS
413 North Main St., Mooresville, NC 28115 Monday-Friday
Phone: 704-662-7040 Fax: 704-662-7039
8:30 a.m. to 5:00 p.m.
EMAIL: mgable@mooresvillenc.gov hposton@mooresvillenc.gov

**********************************Below is for internal use only**********************************

Planner Engineer

Fire Wastewater (if applicable)

Refer to Iredell County (for Plan Review/Change of Use/Health Dept)

Zoning Permit #
MOORESVILLE FIRE DEPARTMENT  
Office of the Fire Marshal  
CONSTRUCTION PLANS REVIEW

APPLICATION

<table>
<thead>
<tr>
<th>Applicant's Name:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Phone Number:</td>
<td>Fax Number:</td>
</tr>
<tr>
<td>Email:</td>
<td>Would you email confirmations:</td>
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<tr>
<td>Project Name:</td>
<td></td>
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<tr>
<td>Project Address:</td>
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</table>

<table>
<thead>
<tr>
<th>Square feet:</th>
<th>Type Construction:</th>
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<tbody>
<tr>
<td>Type Facility:</td>
<td>Occcupant Load:</td>
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<tr>
<td>Fire Alarm System:</td>
<td>Sprinkler System:</td>
</tr>
<tr>
<td>Fire Suppression System:</td>
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</tbody>
</table>

Plan Review Fees

| New Construction/Up-fits Review | $0.0125 per sq ft | $15,000.00 – Max $25.00-Min |
| Fire Detection System Plans     | $0.02 per sq ft   | $15,000.00 – Max $25.00-Min |
| Fire Sprinkler/Standpipe System Plans | $0.02 per sq ft | $15,000.00 – Max $25.00-Min |
| Fire Protection Hood System    | $75.00            | Per Hood                     |
| Fire Protection Spray Booth     | $125.00           | Per Booth                    |

Fees Due

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<thead>
<tr>
<th>Check Number:</th>
<th>Amount Received:</th>
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</table>

Received By: ____________________________

Check shall be made out to the Town of Mooresville for the exact amount due.  
_No plans will be reviewed until all fees are received._

FDZ ___
# BACKFLOW PREVENTION SERVICE APPLICATION

**Company Name:**

**Contact Person:**

**Company Address:**

**Fax:**

**Alternate Phone:**

**Email:**

**Contractor's License #:**

**NC State License Type:**

**Iredell County Plumbing Permit #:**

**Type of Project:**

**Type of Occupancy:**

<table>
<thead>
<tr>
<th>Number of BFP's to be installed at location</th>
<th>Domestic</th>
<th>Fire Protection</th>
<th>Bypass</th>
<th>Irrigation (Separate tap and meter required)</th>
<th>Chiller</th>
<th>Cooling Tower</th>
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<tbody>
<tr>
<td>BFP SERIAL # 1</td>
<td>BFP MAKE</td>
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**Notes:**

**FOR TOM USE ONLY**

**Company ID:**

**Application #:**

**NOTICE:** This document is required to be completed by licensed contractor and returned to the Backflow Department within five (5) days prior to your request for the water meter to be set. The work is required to be reported to the Backflow Department when ready for Iredell County inspections. All work must be done in accordance with the Town of Mooresville installation requirements. Backflow Preventer Test and Maintenance Reports must be submitted to the Backflow Department within fifteen (15) days of water meter being set or water service will be disrupted until backflow preventer/preventers are scheduled for testing.

**REQUESTED BY (PRINT NAME):**

**SIGNATURE:**

**DATE:**