

CITY OF CONCORD/CABARRUS COUNTY PERMIT SUBMITTAL PROCESS

TO OCCUPY AN EXISTING SPACE, NEW TENANTS, ETC. WITH NO BUILDING MODIFICATIONS

	Reason	Department Name	Address	Phone #
1	To apply for a Certificate of Compliance (COC)	City of Concord Development Services Department (DSD)	City Hall Annex 66 Union St So.	(704) 920-5152
2	To apply for business license.	City of Concord Tax Office	Municipal Building 26 Union St. So.	(704) 920-5234 (704) 920-5235
3a	If power is "NOT" on. A certified electrician must pull an electrical permit to verify space is ok to turn power back on.	Cabarrus County Building Inspection Department (BID)	Government Center, 2 nd Flr 65 Church St SE.	(704) 920-2128
3b	BID will fax approval to City Customer Service after electrical inspection.	City of Concord Customer Service	Municipal Building 26 Union St. So.	(704) 920-5247 (704) 920-5244
4	If power is "ON". Call and schedule a fire inspection.	City of Concord Fire Marshal's Office (FMO)	Fire Station #3 100 Warren C Coleman Blvd.	(704) 920-5517
5a	If fire inspection "IS" approved.	City of Concord Development Services Department (DSD)	City Hall Annex 66 Union St So.	(704) 920-5152
5b	If fire inspection is "NOT" approved. Fix deficiencies listed on fire inspection report & call for a re-inspection.	City of Concord Fire Marshal's Office (FMO)	Fire Station #3 100 Warren C Coleman Blvd.	(704) 920-5517
6	To obtain a Certificate of Compliance & pay all fees (DSD & FMO)	City of Concord Development Services Department (DSD)	City Hall Annex 66 Union St So.	(704) 920-5152
7	To obtain a Certificate of Occupancy (CO)	Cabarrus County Building Inspection Department (BID)	Government Center, 2 nd Flr 65 Church St SE.	(704) 920-2128

UPFIT BUILDING PERMIT SUBMITTAL

	Reason	Department Name	Address	Phone #
1	Submit 3 Sets of Plans (DSD, Fire & Electric) & Apply for Zoning Clearance Permit (ZCP). A target date will be given.	City of Concord Development Services Department (DSD)	City Hall Annex 66 Union St So.	(704) 920-5152
2	Submit 2 Sets of Plans. A target date will be given.	Cabarrus County Building Inspection Department (BID)	Government Center, 2 nd Flr 65 Church St SE.	(704) 920-2128
3	Obtain ZCP once approved by all parties involved after target date & pay fees.	City of Concord Development Services Department (DSD)	City Hall Annex 66 Union St So.	(704) 920-5152
4	Obtain Building Permit (BU) once approved & pay fees.	Cabarrus County Building Inspection Department (BID)	Government Center, 2 nd Flr 65 Church St SE.	(704) 920-2128
5	Request Temp Power when ready for power & inspection.	Cabarrus County Building Inspection Department (BID)	Government Center, 2 nd Flr 65 Church St SE.	(704) 920-2128
6	Request Temp Power inspection.	City of Concord Fire Marshal's Office (FMO)	Fire Station #3 100 Warren C Coleman Blvd	(704) 920-5517
7	Request all inspection required on BU permit.	Cabarrus County Building Inspection Department (BID)	Government Center, 2 nd Flr 65 Church St SE.	(704) 920-2128
8	<u>Obtain & Read</u> FMO Development Manual (Obtain from FMO)	City of Concord Fire Marshal's Office (FMO)	Fire Station #3 100 Warren C Coleman Blvd.	(704) 920-5517
9	To obtain Certificate of Compliance (COC)	City of Concord Development Services Department (DSD)	City Hall Annex 66 Union St So.	(704) 920-5152
10	To obtain Certificate of Occupancy (CO)	Cabarrus County Building Inspection Department (BID)	Government Center, 2 nd Flr 65 Church St SE.	(704) 920-2128

NEW CONSTRUCTION BUILDING PERMIT SUBMITTAL

	Reason	Department Name	Address	Phone #
1	Contact DSD for plan submittal process.	City of Concord Development Services Department (DSD)	City Hall Annex 66 Union St So.	(704) 920-5152
2	Contact BID for plan submittal process.	Cabarrus County Building Inspection Department (BID)	Government Center, 2 nd Flr 65 Church St SE.	(704) 920-2128
3	Apply for business license (business and all contractors/sub-contractors)	City of Concord Tax Office	Municipal Building 26 Union St. So.	(704) 920-5234 (704) 920-5235
4	Obtain ZCP once approved by all parties involved after target date & pay fees.	City of Concord Development Services Department (DSD)	City Hall Annex 66 Union St So.	(704) 920-5152
5	Obtain Building Permit (BU) once approved & pay fees.	Cabarrus County Building Inspection Department (BID)	Government Center, 2 nd Flr 65 Church St SE.	(704) 920-2128
6	Request Temp Power when ready for power & inspection.	Cabarrus County Building Inspection Department (BID)	Government Center, 2 nd Flr 65 Church St SE.	(704) 920-2128
7	Request Temp Power inspection.	City of Concord Fire Marshal's Office (FMO)	Fire Station #3 100 Warren C Coleman Blvd.	(704) 920-5517
8	Request all inspections required on BU permit.	Cabarrus County Building Inspection Department (BID)	Government Center, 2 nd Flr 65 Church St SE.	(704) 920-2128
9	Obtain & Read FMO Development Manual (Obtain from FMO) Request all inspections required per project.	City of Concord Fire Marshal's Office (FMO)	Fire Station #3 100 Warren C Coleman Blvd.	(704) 920-5517
10	To obtain Certificate of Compliance (COC)	City of Concord Development Services Department (DSD)	City Hall Annex 66 Union St So.	(704) 920-5152
11	To obtain Certificate of Occupancy (CO)	Cabarrus County Building Inspection Department (BID)	Government Center, 2 nd Flr 65 Church St SE.	(704) 920-2128