

## Other Things to Consider

### Signs

Permanent signs are regulated and reviewed by Huntersville and permitted and inspected by Mecklenburg County. The following signs are allowed without a permit; however, they are still regulated by Huntersville:

- Window Signs (up to 50% of window)
- Temporary Banners
- Temporary Grand Opening and Going Out of Business Signs

For more information about sign regulations please reference [Article 10](#) of the Huntersville Zoning Ordinance and call 704-875-7000.

### Selling/Serving Alcoholic Beverages

Alcoholic Beverage Control (ABC) are regulated by the State of North Carolina. The ABC Commission is located at 400 East Tryon Road, Raleigh, NC 27610 or by phone at 919-779-0700.

### Health Occupational Permits

Certain businesses must obtain special health occupational permits from Mecklenburg County. These business types include, but are not limited to: restaurants, mobile food units, caterers, childcare facilities, tattooing, motels and more. Call Mecklenburg County Environmental Health Department at 704-336-5100 for more information.

### Home Businesses

Home Businesses, also known as Home Occupations, are regulated by Huntersville and Mecklenburg County. For more information on Home Occupation Permits, please reference [Article 9.19](#) of the Huntersville Zoning

## Important Contact Information

Town of Huntersville Planning  
Department  
704-875-7000

Mecklenburg County Zoning Inspector  
980-721-0924

Mecklenburg County Code Enforcement  
980-314-CODE(2633)

Mecklenburg County LUESA Office  
2145 Suttle Ave  
Charlotte, NC 28208

<http://charmeck.org/mecklenburg/county/LUESA/CodeEnforcement>



Town of Huntersville  
PO Box 664  
105 Gilead Road, Third Floor  
Huntersville NC 28070  
Phone: 704-875-7000  
Fax: 704-992-5528  
[www.huntersville.org](http://www.huntersville.org)

The Town of Huntersville Zoning Ordinance is available online at [www.huntersville.org](http://www.huntersville.org) (click on *Departments*, then *Planning*, then *Zoning and Subdivision Ordinance*.)

## Opening a Business?

## Commercial Change of Use & Upfits



## Planning Department

Phone: 704-875-7000  
Website: [www.huntersville.org](http://www.huntersville.org)



## What is a Commercial Change of Use?

A change of use is defined as the change in the use of a structure or land, for which a certificate of occupancy is required by Mecklenburg County Code Enforcement. Change of use shall also include a change between categories of uses permitted by the Huntersville Zoning Ordinance.

### Examples:

- Single-family detached house to commercial use;
- Branch bank to restaurant;
- Etc.

## What is a Commercial Upfit?

A commercial upfit is defined as interior renovations to a commercial property requiring a building permit. Depending on the scope of work, this includes but is not limited to review by building, plumbing, electrical, mechanical, fire, and zoning.

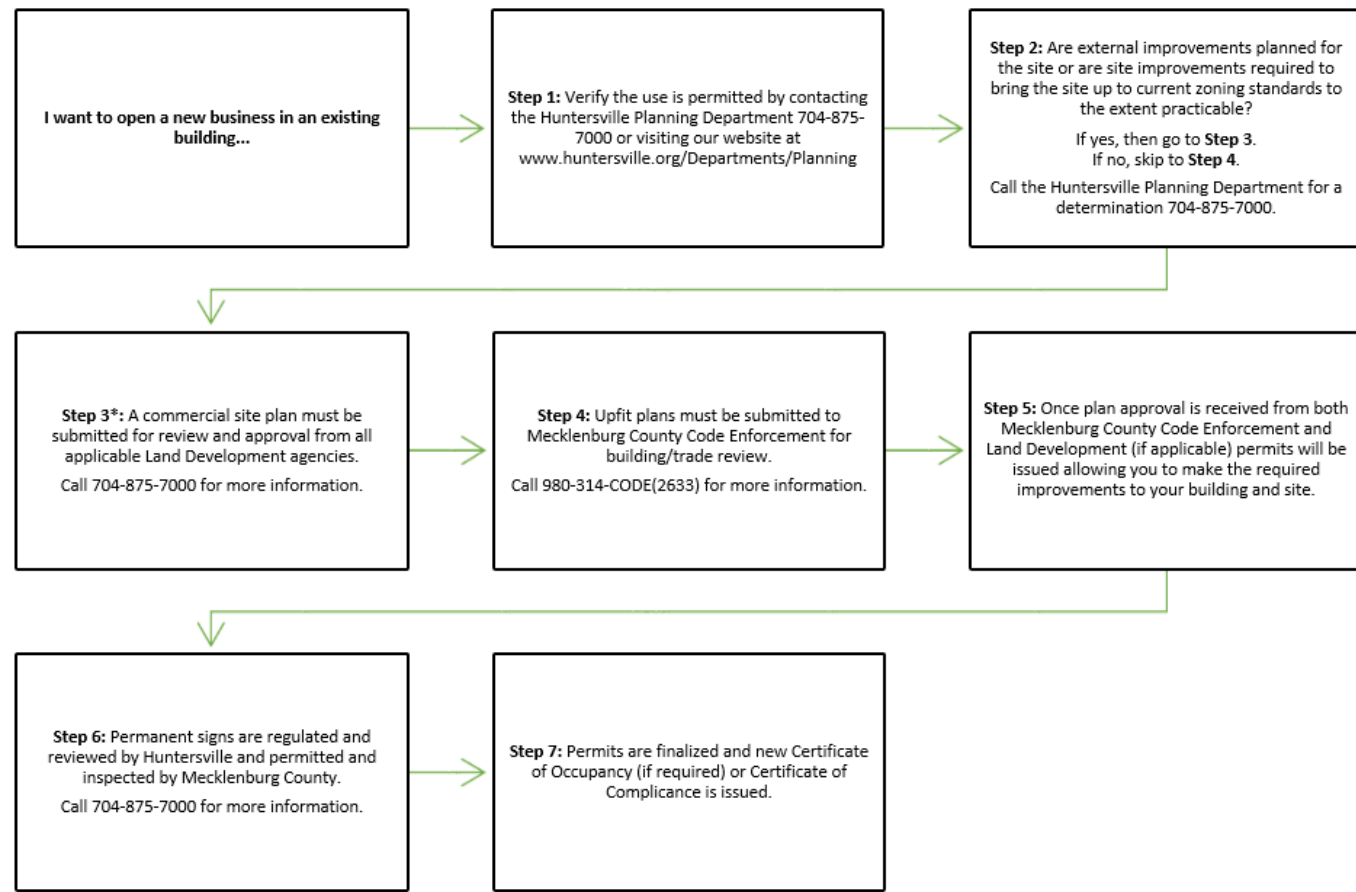
## Permitting

Interior renovations require permits from Mecklenburg County Code Enforcement. Exterior improvements to commercial properties may require a Land Development permit. Sign permits are reviewed by Huntersville and issued by Mecklenburg County. See flow chart for more information or call 704-875-7000.

# The Change of Use & Commercial Upfit Process

Please have the following information ready when you call to expedite the process:

- Location/address/tax parcel number;
- Previous use of the building; and
- Length of time the structure has been vacant.



\* More information about Commercial Plan Review available on the Permits & Process Page:  
<http://www.huntersville.org/Departments/Planning/PermitsProcess.aspx>