

## Important Contact Information

Town of Huntersville Planning  
Department

704-875-7000

Town of Huntersville Code Enforcement  
Officer

704-875-7000

Mecklenburg County Code Enforcement

704-432-2520

Mecklenburg County Rehabilitation Code  
Specialists

704-432-0677

Mecklenburg County Zoning Counter

704-336-3569



Town of Huntersville  
PO Box 664  
101 Huntersville-Concord Rd.  
Huntersville NC 28070  
Phone: 704-875-7000  
Fax: 704-875-6546  
[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*).

## Change of Use



**Planning Department**

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



## Change of Use

### What is a change of use?

A change of use occurs when:

- The use of an existing building changes and a certificate of occupancy is required from Mecklenburg County Building Standards.

This includes:

- A change from one use to another use in the list of permitted uses (such as single family to commercial).
- A change from one use to another use within any broad category of uses, such as from one use listed in the commercial use category to another use listed in the commercial use category (such as branch bank to restaurant).



*Huntersville Town Hall*

## The Change of Use Process

### Step One: Verify the Zoning

Once you have decided to change the use of a building, the first step is to call the Town of Huntersville Planning Department (704-875-7000) in order to determine if the use is permitted. Please have the following information ready to expedite the process:

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

### Step Two: Town of Huntersville Commercial Plan Review

Once it has been determined the use is permitted in the zoning district, you will have to submit architect/engineer certified site plans to the Town of Huntersville Planning Department for Commercial Plan Review. This is to insure that the site is compliant, to the extent practicable, with the current Town of Huntersville Zoning Ordinance. This includes items such as parking, signage, sidewalk installation, landscaping and others.

### Step Three: Mecklenburg County Engineering and Building Standards Review

Once approval has been received from the Town of Huntersville Planning Department, you must submit plans to Mecklenburg County Building Standards to insure that the building complies with building, mechanical, electrical, plumbing and fire codes. For existing buildings, the new North Carolina Rehabilitation Code applies.

*In certain instances, steps two and three can occur simultaneously to avoid conflicts and expedite the process.*

### Step Four: Building Permit/Change of Use Permit Issuance

Mecklenburg County Building Standards, with the Town of Huntersville approval, will issue a Building Permit and Change of Use Permit that allows you to make the required improvements to your building and site.

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