



# Commercial Change of Use and Upfits



## 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 include but are not limited to: 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.

## Additional 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.

**Building Code** | Even when no construction is involved, changes of use sometimes require the associated structure to be brought up to current state building code. This may involve adding Americans with Disabilities Act (ADA) accessibility and fire safety improvements to the building. Contact Mecklenburg County Commercial Technical Assistance County (CTAC) at (980)-314-2633 for more information.

**Driveway Permit** | When a change of use is proposed, the North Carolina Department of Transportation (NCDOT) and/or the Town of Huntersville Engineering Department may require road improvements or updates to the existing driveway access for the new use. For changes of use proposed on state maintained roads please call 980-523-0000 for more information. For questions about changes of use on Town maintained roads or questions on who maintains a certain road call (704)-875-7007.

## How do I apply?

1. Verify use is permitted by Town of Huntersville.
2. If there are planned or required external improvements, submit a [commercial site plan](#). If not, submit [upfit plans](#).
3. Permits are issued to begin improvements
4. Review Additional Things To Consider

## Mecklenburg County

Interior renovations require permits from:  
Mecklenburg County  
Code Enforcement.  
2145 Suttle Avenue  
Charlotte NC 28208  
980-314-CODE (2633)

## Questions?

**Town of Huntersville  
Planning Department**

**IN PERSON:**

105 Gilead Road, Third Floor  
Huntersville NC 28078  
Mon-Fri; 8am—5pm  
No appointments necessary

**TEL:** 704-875-7000

**EMAIL:** [planning@huntersville.org](mailto:planning@huntersville.org)