



102 Town Hall Drive | Leland, North Carolina 28451
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Classifications of Building Permit Templates

Change of Occupancy: Changing the Occupancy/Use (Change of tenant or owner) and ***not*** performing ***any*** work (see note below). Examples: Business to Business Occupancy (Barber Shop to Attorney), Mercantile to Mercantile Occupancy (Retail Store to Sales Room) or Business to Mercantile. Business Occupancies are offices, professionals or service type transactions. Mercantile Occupancies are displays and sale of merchandise and accessible to the public.

Alteration: Performing work (renovation, alteration or reconstruction) to an existing space. This can include a Change of Occupancy **with work** as well, if applicable.

Shell Only: Constructing a new building **without** occupants/tenants. Example – new multi-tenant **building** with no buildout for occupants/tenants at this time.

Upfit: First-time interior completion for **occupancy** in a new building shell (see above).

Addition: Adding square footage to an existing building (extension, new floor, etc.).

Notes: *Work includes adding/removing/relocating a wall, door or window, changing ceilings, etc. also includes any trade work (ex: electrical, plumbing, mechanical, fire sprinkler, fire alarm, etc.).*

A permit for an Alteration, Shell, Upfit and Addition will all require an Appendix B and a Life Safety Plan in addition to all required architectural and trade drawings. If a Change of Occupancy/Use changes to a higher classification (example: Business Occupancy to Assembly Occupancy), the information noted above will also be required.



Brenda Bozeman
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Councilmember

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