



**CITY OF HENDERSON
DEVELOPMENT SERVICES**

134 ROSE AVENUE
HENDERSON NC 27536
252-430-5723 phone
252-492-7935 fax
www.ci.henderson.nc.us

INSTRUCTIONS:

DO I NEED A ZONING PERMIT FOR COMMERCIAL USE?

- Are you constructing a new commercial building?
 - Are you opening a new business in an existing vacant building?
 - Are you changing the use of an existing building?
 - Are you changing the name of an existing business?
 - Is there a new change in owners of an existing business?
 - Are you making any additions to any existing commercial buildings?
 - Will you change an existing sign located on the property?
 - If you are renting or leasing a commercial property, is a zoning permit required or not?
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DO I NEED A ZONING PERMIT FOR RESIDENTIAL USE?

- Are you building any new structures on the property (this includes homes, sheds, garages, carports, storage buildings, etc.)?
 - Are you making any additions to an existing structure on the property?
 - Are you replacing a residence?
 - Are you building a deck, porch, stoop, ramp, etc.?
 - Do you have a home business or home occupation?
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IF YOU ANSWERED YES TO ANY OF THE QUESTIONS ABOVE, THEN YOU WILL NEED TO COMPLETE A ZONING PERMIT APPLICATION.

Step 1. City of Henderson Planning Department - Henderson City Hall

134 Rose Avenue,
(252) 430-5723

- Complete a zoning permit application, attach site plan (if applicable), and return them to the Development Services Department.
 - Allow up to two (2) business days for processing. The Zoning Administrator or Development Services Staff will contact you once the applications have been processed.
 - **ZONING PERMIT FEE (\$100)** is due when the applicant applies. The approved permit and can be paid by cash, check, money order, debit card, or credit card).
 - Retain one copy of the approved permit for your records and take the other copy of the approved permit to Vance County Inspections Department.
 - Please call or email the Planning Department at the phone number listed above if you have further questions during this process or would like to make an appointment.
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Step 2. City of Henderson Water Department - Henderson City Hall

134 Rose Avenue
(252) 430-5700

In order to set-up a Commercial account for utility service the following is required:

- Complete Service Application for Commercial Account.
- **\$20.00 Set-Up Fee.**
- Security Deposit as established in the City’s Fee Schedule or provides an original letter of good credit reference from his/her most recent water/sewer utility provider that demonstrates a good payment history for at least the most recent rolling 12-month period of time.
- Provide valid government issued picture ID.
- Provide Federal Tax ID number/copy of Social Security card.
- Provide a copy of the lease or deed for property.
- Any unpaid balance on previous account must be paid in full.

Water and Sewer Security Deposits’ Schedule			
Commercial/Non-Profit & Industrial In-City			
	<i>Based on Total Consumption</i>	Current	<u>CNI-Tier Deposit</u>
	Water, Sewer & Sanitation (for downtown businesses not able to use commercial green box services)		2.5 times average monthly bill, or \$150, whichever is larger
	Water & Sewer Only		2.5 times average monthly bill, or \$150, whichever is larger
Commercial/Non-Profit & Industrial Out-of-City			
	<i>Based on Total Consumption</i>		
	Water & Sewer		2.5 times average monthly bill, or \$150, whichever is larger
	Water Only		2.5 times average monthly bill, or \$150, whichever is larger
<p>CNI-Tier Deposit is the deposit required by any new commercial, non-profit or industrial customer applying for service with the City and cannot provide a satisfactory letter of good payment from his/her most recent water/sewer utility provider. Existing customers whose service is subject to disconnection due to non-payment will be required to increase his/her security deposits to 2.5 times their average monthly bill in order to re-establish service.”</p>			

Step 3. Vance County Code Enforcement - Vance County Planning and Development

156 Church Street, Suite 003
 (252) 738-2080

- Submit one copy of the approved permit from the City’s Planning Department.
- Complete an application for a building and/or fire/safety inspection and pay the County fee for processing.
- Vance County fees vary and can be paid by cash or check.
- Once the inspection is satisfactorily completed, you will receive the requested building and/or fire/safety permit.