



Montgomery County Central Permitting *Planning and Zoning Department*

444 North Main Street • Troy, North Carolina 27371
Phone • (910) 572-3304 Fax • (910) 576-0043

Commercial & Industrial Zoning Permit Checklist

All structures within the jurisdiction of the Montgomery County Zoning Ordinance require application and approval of a zoning permit unless otherwise exempt under state law. This includes, but is not limited to: commercial or industrial structures, homes (modular, stick built, or manufactured), swimming pools, decks, storage buildings of any size, greenhouses, pole barns, or any other accessory structure. In addition, zoning permits are required to commence any use of an existing structure or structures, regardless of previous use.

In order to issue a commercial or industrial zoning permit, the Planning & Zoning Department will need the following information:

COMMERCIAL & INDUSTRIAL

- Environmental Health Permit or proof of sewer availability from the Handy Sanitary District.
 - **Environmental Health Permit** - Construction Authorization must be signed by the Environmental Health Department. This signature line is found at the bottom of the Environmental Health permit. Signature of the Improvement Permit line is not sufficient. **OR;**
 - **Handy Sanitary District** – Proof of available connection to Handy Sanitary System. **OR;**
 - **Sewer Connection Authorization from Appropriate Municipality** – For properties connected to any other municipal sewer system.
- Assigned 911 Address (if applicable).
 - All new buildings in the County require a new 911 address to be assigned unless otherwise directed by the 911 Addressing Department.
- NC Division of Environmental and Natural Resources (NCDENR) soil erosion permit if 1 acre or more is disturbed (if applicable).
- NC Department of Transportation (NCDOT) commercial driveway permits (if applicable).
- Copy of building plans and elevation drawings.
- Site Plan Requirements - One set of plans must be submitted to the Planning & Zoning Department
 - Plans must show the following:
 - Shape and dimensions of the lot on which the proposed building or use is to be erected or conducted
 - Location of said lot with respect to all adjacent rights-of-way.
 - Shape, dimensions, and location of all buildings or land, including the extent and location of the use, on the said lot.
 - The location and dimensions of off-street parking and loading space and means of ingress and egress to such space.
 - The square feet and percentage of lot as built-upon area.
 - Full buffer plan (if applicable).
 - Any plans for signage.
 - Any other information which the Planning Board and County Commissioners, or Zoning Administrator may deem necessary for consideration in enforcing the provisions of the Zoning Ordinance.
 - **Setback Requirements** – Refer to “Lot Size & Setback Distance Checklist”
- In some situations, lots may need to be recombined. Structures are not allowed to cross property lines, even in cases where the lots are owned by the individual.



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- Note that property maps created by a surveyor, commonly referred to as a "plat" are not sufficient to recombine lots. A deed of recombination must also be registered.