

## Town of Bunn- 601 Main Street (*Physical address for Town Hall*)

### Zoning Permit Instructions:

#### DO I NEED A ZONING PERMIT FOR A 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 business?
  - Is there a new change of ownership of an existing business in the building currently occupied?
  - 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 (including 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.?
  - Are you operating or desire to operate a home business or home occupation at your residence or another location?
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**IF YOU ANSWERED YES TO ANY OF THE QUESTIONS ABOVE, THEN YOU WILL NEED TO COMPLETE A ZONING PERMIT APPLICATION AND THE FOLLOWING STEPS COMPLETED: Applicants are encouraged to familiarize themselves with the Town of Bunn's Zoning Ordinance available through the Town of Bunn and on the Town's website.**

Step 1. Complete a Town of Bunn Zoning Permit application and attach the necessary documentation and return to **Pamela F. Perry, P.O. Box 398, Bunn, NC 27508**. If you have questions prior to completing the zoning permit application, please call or email Pamela Perry at 919-496-2992 or [pperry67@embarqmail.com](mailto:pperry67@embarqmail.com) or Frank Frazier , Zoning Administrator at 252-436-2040,ext 2006 or [ffrazier@kerrtarcog.org](mailto:ffrazier@kerrtarcog.org).

- A zoning permit fee of \$50.00 is due when the applicant applies and must be paid by cash or check directly to the Town of Bunn. Please note permits will not be processed until payment has been received by the town and a permit number assigned.
- Allow up to 5 business days for processing. You will be contacted once the application has been processed and approved unless there is further information needed.
- Retain one copy for your records and the other copy will need to be submitted to the Franklin County Inspections Dept.
  
- **Please note that the above process is for a typical zoning permit which does not include any variance or special use permit, rezoning or text amendment, etc. [such items will need approval from the Planning Board]**