

## Business Road Map: Before Signing a Lease, Buying a Building, Making Any Exterior Changes

If you are looking to lease, renovate or redevelop an existing building in downtown, below are the initial steps and primary contacts to get your business or project started in the right direction. Some or all of the following may apply to your project.



Downtown Statesville Development Corporation staff is available to assist you in setting up meetings with the City of Statesville and Iredell County to understand the review and approval process, and direct you to other departments you may need to speak with prior to signing a lease, renovating/buying a building. Please contact Marin Tomlin with Downtown Statesville Development Corporation – 704-878-3436 or [mtomlin@downtownstatesvillenc.org](mailto:mtomlin@downtownstatesvillenc.org)

### 1. CITY OF STATESVILLE PLANNING DEPARTMENT

Statesville City Hall, 227 S. Center Street

Elaine Anthony - 704-878-3575 | [eanthony@statesvillenc.net](mailto:eanthony@statesvillenc.net)



- Planning will verify your use is allowed in the zoning district.
- Zoning approval is required for any renovations. (Fee is \$25.00)
- A zoning approval is required if the property is changing uses. (Fee is \$25.00) For information on changing uses, contact Elaine Anthony at the above email or phone.
- To turn on utilities you will need zoning approval document, copy of your lease and copy of fire inspection report. You will submit these documents to Statesville Collections at 301 S. Center Street.
- **Any exterior changes/renovations will also require approval** from our Downtown Review Committee (DRC). Do not start any exterior renovations without approval. This includes painting buildings and new or changed business signage. Contact Marci Sigmon - 704-878-3578, [msigmon@statesvillenc.net](mailto:msigmon@statesvillenc.net)

### 2. CITY OF STATESVILLE FIRE MARSHAL

Statesville City Hall, 227 S. Center Street

Ed Hodges - 704-832-3878 | [ehodges@statesvillenc.net](mailto:ehodges@statesvillenc.net)

Maury Jenkins - 704-832-3877 | [mjenkins@statesvillenc.net](mailto:mjenkins@statesvillenc.net)

Taylor Menster - 704-832-3876 | [tmenster@statesvillenc.net](mailto:tmenster@statesvillenc.net)



- Fire Marshal will also need to review your use to verify the building can meet fire and life safety requirements for your intended use. This may require a walk through.
- Fire inspection is required before power can be turned on.
- Fire Marshal can do a walk through if needed. (call to schedule 704-878-3401)
- Renovations may require sealed plans be drawn and submitted by an registered design professional (architect or engineer) to be reviewed and approved by the Fire Marshal's office before the building can be occupied.

### 3. IREDELL COUNTY BUILDING STANDARDS

349 N. Center Street

Walt McGervey - 704-928-2021 ext. 3174 | [wmcgervey@co.iredell.nc.us](mailto:wmcgervey@co.iredell.nc.us)



- Contact Iredell County Building Standards to review your anticipated use and verify the space or building is compatible for your intended use or occupancy.
- Iredell County Building Standards has assigned a plans examiner (Walt McGervey) to assist with downtown projects. See contact information above.
- In instances when a tenant space or building is changing use, a building inspection is required (NCGS 153A-363).
- Work associated with altering, upfitting, or renovating a building, typically requires that plans be submitted for review prior to work commencing.
- In many instances, plans must be prepared, and presented for review by a **registered design professional** (architect or engineer).