

# Planning & Zoning FAQ's:

## 1) Where can I find permit applications?

- a. [www.selma-nc.com/economic-development/permits/](http://www.selma-nc.com/economic-development/permits/)

## 2) What if I'm not sure if I need a permit? Or if I have other planning related questions?

- a. You can send an email to [planning-department@selma-nc.com](mailto:planning-department@selma-nc.com) or by calling (919)965-9841 ext. 1022

## 3) What do permits cost?

- a. Planning and Zoning department fees can be easily viewed on our website by clicking on the Planning and Economic Development tab then clicking "Permits & Fees".

## 4) What are the most common types of permits?

- a. Zoning Permit – Residential / Commercial
- b. Signs – Temporary / Permanent
- c. Commercial Use / Change / Tenant
- d. Special Use Permits
- e. Certificate of Appropriateness
- f. Special Event Permit

## 5) How are permits issued?

- a. Permits are issued based on the type of work to be performed. Initial information in the application and site plans can provide details for review. Items such as reviewing the appropriate setbacks or property lines, water and sewer easements, streets/sidewalks, accessory structures, and such. When possible, a site plan should always accompany the application.

## 6) What is the zoning of my piece of property?

- a. You can find the zoning of your property by using our GIS MapClick interface. This interface is available on the web at [www.johnstonnc.com/gis](http://www.johnstonnc.com/gis). From the MapClick GIS Application, you can locate your parcel, and then query the zoning information. Or, alternatively, you can send an email to [planning-department@selma-nc.com](mailto:planning-department@selma-nc.com) or by calling (919)965-9841 ext. 1022.

## 7) What's the difference between a Zoning Permit and a Building Permit?

- a. Most development is regulated under two different codes: the zoning code (Unified Development Code) and the Building Code. Receiving a Zoning Permit is generally the first step in the development process, followed by applying for and receiving a building permit.

## 8) Should I complete my project and then apply for a permit?

- a. The answer is NO. Always apply for a permit and wait for final approval before moving forward with any permit required projects.

## 9) Is a permit required if there is a tenant change for/at a business?

- a. The answer is YES! There is no fee for the change in tenant permit, but it is required for fire inspection safety reasons.

## 10) Did you know that if you're planning to change your business use that a change in use permit is required? For example, if your business currently operates as a retail store but you're wanting to change to a coffee shop or office, you will need to apply for a change in use permit.