

Planning & Zoning FAQ's

1. Where can I find permit applications?

- a. www.selma-nc.com/economic-development/permits/

2. What if I am 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 or you can call (919)-965-9841 ext. 8003.

3. How much does this permit cost?

- a. Planning department fees can be seen in each application and are available in the Town's Fee Schedule for the current fiscal year.

4. What are the most common permit applications?

- a. For residents, the Zoning Permit (Single-family or Duplex Residential) application contains most options. Please provide a site plan and fill out applications the best you can.
- b. If you are in a historic district, you will likely need a Certificate of Appropriateness (COA) application before other permits.
- c. Commercial Projects utilize the Zoning Permit (Major or Minor Site Plan-Commercial) application if no rezoning or special use is required.
- d. Special Event applications for events outside in public spaces expecting to use Town of Selma resources and is a non-town sponsored event.

5. How are permits issued?

- a. Permits are issued based on compliance with the existing Town of Selma code and completeness of the application. Most commonly reviewed are setbacks, impervious surfaces, density, and use permissibility.

6. What zone is my property?

- a. You can find the zoning of your property by using the Johnston County GIS MapClick interface. This is available at [Johnston County GIS](#). From this interface you can locate your parcel by address and then using the report tab, click on your parcel to receive a report that tells you the zone.

7. What is 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 the first step in the development process. In most

cases, this is then followed by receiving a building permit with Johnston County Building Inspections.

8. What do I do as a new tenant for a business?

- a. You will need to fill out a Zoning Permit (Commercial Use/ Upfit and Tenant Change) application, which has no fee, and will need another one filed afterwards with Johnston County to have a fire inspection. This is of course if there is no use change in which you will need to file for a Commercial Use change as well.

9. Do I need a permit for a shed?

- a. Yes! A shed qualifies as an accessory structure and follows Sec.17-436.- Accessory building setback requirements. If you are residential, single-family or duplex, you will need to file the equivalent application and submit it at the finance building with a site plan.

10. What are the requirements for a fence?

- a. Fence requirements can be found in our UDO, Appendix C – Landscaping 5. Fences and Walls. Our UDO can be found at www.selma-nc.com/economic-development/unified-development-ordinance/

