



# Iredell County Building Standards Division PLANS REVIEW SECTION

349 North Center Street P.O. Box 788 Statesville, NC 28687  
Plan Review 704-928-2021 (ext. 3174) Fax 704-878-3122

## Change of Use Inspections

All structures (or portions of a structure) are assigned to one or more Occupancy Classification according to the structure's purpose and function. Each Occupancy Classification represents a different set of characteristics and level of life/safety hazard to occupants of the building. [Chapter 3 of the building code](#) defines these various Occupancy Classifications: each one requiring fire protection and life-safety requirements to be proportionally applied to each Occupancy Classification.

Occupancy Classifications are further subdivided into Uses. Each Use has unique requirements associated with the structure or systems serving the structure. When a change from one of the designated Occupancy Classifications or Uses is proposed; a Change of Use Inspection and approval is necessary to ensure minimum standards for the new use are in place and adequately functioning prior to occupation.

The Change of Use Inspection addresses requirements set forth in [North Carolina General Statute 160D-1116](#) and clarified in [NCAP 204.8.1](#):

**A new building shall not be occupied or a change made in the occupancy, nature or use of a building or part of a building until after the inspection department has issued a certificate of compliance. The certificate of compliance shall not be issued until all required service systems have been inspected for compliance with the technical codes and other applicable laws and ordinances and released by the inspection department.**

In order to comply with intent of the general statutes a thorough inspection of the tenant space or structure is necessary. This inspection will evaluate [service systems](#), life safety, and [accessibility elements](#).

A report will be compiled and shared with the permit holder documenting the inspection. The report will indicate whether the space or structure is ready to occupy for its new use; needs upgrades of service systems, life safety, or accessible elements; or requires more extensive alterations to reach minimum standards for the new use. Upgrades necessary for occupation generally require additional permits. Building alterations require a separate project, plan review, approvals & permits.

Please contact the Building Standards Office for information on initiating a change of use project. Once a Change of Use permit has been issued it is then necessary to contact [Barbara Jones](#) (704 928 2016 ext. 3116) to schedule the inspection. Due to necessary coordination between inspectors and the fire marshal's office this can require several days to accomplish; Ms. Jones will make every effort to schedule your Change of Use inspection promptly.