

Steps for Obtaining a Building Permit for: Commercial Remodel/Addition

Step 1. Obtain a **Zoning Permit/Interior Exemption*** based on where your property is located:

Outside City Limits – [Granville County Zoning](#) (919.603.1331)

City of Oxford – City of Oxford Zoning (919.603.1117)

City of Creedmoor – City of Creedmoor Zoning (919.764.1058)

Town of Butner – Town of Butner Zoning (919.575.3032)

Town of Stovall – Town of Stovall Zoning (919.693.4646)

Town of Stem – Town of Stem Zoning (zoning@stemnc.org)

**If your zoning authority doesn't require a permit or interior exemption, we will need an email or letter to that effect.*

Step 2. Obtain Fire Marshal Approval: *(not required at time of submittal but required for issue of permit)*

Submit digital plans to:

City of Oxford-- Powell Wilkins (PWilkins@oxfordnc.org), David Cottrell (Dscottrell@oxfordnc.org)

Rest of Granville County-- Ken Reeves (Ken.Reeves@granvillecounty.org)

Step 3. Obtain **Detailed Drawings or Plans** of your Construction Project:

These shall be 1 digital and 2 sets of hardcopies, stapled along one edge.

Step 4. Fill out a **Building Permit Application** [Building Permit Application](#)

Step 5. Pay Plan Review Fee of **\$375.00**

Email, mail, or bring in all documents (**Signed Zoning Permit, signed Building Permit Application, and Detailed drawings/plans for your project**) to:

Kelley.hightower@granvillecounty.org or 122 Williamsboro St, Oxford, NC 27565

If you have any questions, you can call the Granville County Development Services Office at 919.603.1326 between 8:30 and 5:00 PM, M-F.