



TOWN OF MAYODAN

210 West Main Street • Mayodan, NC 27027

Certificate of Occupancy Application

Please complete all applicable fields. Fields marked with * are required.

1. Applicant Information

Applicant Name: *

Business / Tenant Name (if applicable):

Property Address: *

Mailing Address: *

Email: *

Phone: *

2. Certificate of Occupancy Requested For (check all that apply)

- ☐ New construction / building erected
- ☐ Structural alteration or addition
- ☐ Building moved
- ☐ Change of use of building or land
- ☐ Nonconforming use (per ordinance amendment)

Zoning District: *

3. Use & Occupancy Information

Previous / Existing Use of Property:

Proposed / New Use of Property: *

Description of Business Activity: *

Total Building / Space Sq. Ft.: *

Number of Employees / Occupants: *



TOWN OF MAYODAN

210 West Main Street • Mayodan, NC 27027

Certificate of Occupancy Application

4. Off-Street Parking Information

Off-Street Parking Spaces Provided: *

☐ Required parking located entirely on this lot

☐ Located off-site (within 500 ft, same ownership)

5. Site or Floor Plan

Sketch the space below (or attach a separate scaled drawing) showing the area of the building or lot subject to this application.

	Rear Property Line	
Side Property Line	(This area is your lot — sketch the site plan or attach a separate scaled drawing)	Side Property Line
	Front Property Line	

☐ Separate scaled drawing attached (in lieu of sketch above) ☐ Not applicable — no construction or site changes

6. Certification & Signature

The undersigned certifies that all information provided is true and correct and agrees to comply with all zoning laws of the Town of Mayodan. Occupancy or use may not begin until this Certificate is issued.

Signature: *

Date: *



TOWN OF MAYODAN

210 West Main Street • Mayodan, NC 27027

Electronic Submission

This application may be completed and submitted electronically.

1. Complete all applicable fields on pages 1–2 of this form.
2. Sketch your site or floor plan on page 2, or attach a separate scaled drawing.
3. Sign and date the form in Section 6 on page 2. Typed signatures are accepted for this application.
4. Click the Submit by Email button below. Your default email application will open with this completed form addressed to the Town Manager's Office.
5. Send the email, including the completed form and your site or floor plan attached.

Fee Information

No fee is currently required for this application. Certificates of Occupancy are not presently listed on the Town's adopted fee schedule.

Before You Submit

Please open this form in the free Adobe Acrobat Reader app (desktop or mobile) to fill it out and use the Submit by Email button. Opening the PDF directly in a web browser, or in your device's built-in PDF viewer, may prevent the submit button from working. Get Adobe Acrobat Reader free at get.adobe.com/reader.

Submit by Email

Button not working? You can also email your completed form directly to:
mshuler@mayodannc.org