

Business Road Map: Before Signing a Lease, Buying a Building

If you are looking to lease or buy a building in downtown, below are the initial steps and primary contacts to do BEFORE starting the process to ensure that the building is the right fit for your business.



Downtown Statesville Development Corporation staff is available to assist you in setting up meetings with the City of Statesville and Iredell County to understand the review and approval process, and direct you to other departments you may need to speak with prior to signing a lease or buying a building. Please contact Brittany Marlow with Downtown Statesville Development Corporation – 704-878-3436 or brittany@downtownstatesvillenc.org

1. CITY OF STATESVILLE PLANNING DEPARTMENT

Statesville City Hall, 227 S. Center Street

Marci Sigmon - 704-878-3578 | msigmon@statesvillenc.net



- Your first step is to contact planning to verify the business you intend to open is allowed in the zoning district. Marci Sigmon is your contact for this at the above email and phone.
- A zoning approval is required if the property is changing uses. (Fee is \$25.00)
- Once you have confirmed that the property is zoned properly, move on to step 2. If a change of use is required, you must skip to step 3.

2. CITY OF STATESVILLE FIRE MARSHAL

Statesville City Hall, 227 S. Center Street

Maury Jenkins - 704-832-3877 | mjenkins@statesvillenc.net

Taylor Menster - 704-832-3876 | tmenster@statesvillenc.net



- Even if you are zoned properly, the Fire Marshal will also need to review your property to verify the building can meet fire and life safety requirements for your intended use. This may require a walk through.
- Fire Marshal can do a walk through if needed. (call to schedule 704-878-3401)
- If Planning and the Fire Marshal both concur that the building meets zoning requirements and a change of use is not required, you do not need to proceed to step 3 before signing a lease and you should refer next to [Your Guide to Doing Business in Downtown](#).

3. IREDELL COUNTY BUILDING STANDARDS

349 N. Center Street

Walt McGervey - 704-928-2021 ext. 3174 | wmcgervey@co.iredell.nc.us

Tracee Stikeleather - 704-928-2021, Ext. 2021 | tracee.stikeleather@co.iredell.nc.us



- If a change of use is required, contact Iredell County Building Standards to review your anticipated use and verify the space or building is compatible for your intended use or occupancy.
- In instances when a tenant space or building is changing use, a building inspection is required ([NCGS 153A-363](#)).
- Once you have consulted with ICBS that you can make the required changes to the building adequately for a change of use, refer next to [Your Guide to Doing Business in Downtown](#).