

- **Commercial Up-Fit- Vacant space previously occupied- Change of Tenant**

A commercial space previously used for the same purpose (restaurant closes, new restaurant opens with no changes) may not need a building permit but a **Change of Tenant** where the Wake County Fire Marshall's Office investigates to ensure safety. Please contact Tanner Hayslette, Planner I, at 919-554-6517 x 217 or tanner.hayslette@rolesville.nc.gov for more information.

- **Commercial Up-Fit- Vacant space previously occupied- Change of Use**

A commercial space previously used for one business type and intends to be used for a different business type (a retail store closes, a restaurant wants to open, or a bakery closes, and a party store intends to open) is called a **Change of Use**. A **Commercial Alteration building permit** is needed so that the Wake County Inspections Office and the Wake County Fire Marshall's Office can investigate the space to ensure its safety. Please contact Tanner Hayslette, Planner I, at 919-554-6517 x 217 or tanner.hayslette@rolesville.nc.gov for more information.

- **Commercial Up-Fit- New (shell) building**

A commercial (shell) building must receive a Certificate of Occupancy (CO) or a Temporary Certificate of Occupancy (TCO) before a commercial upfit (**Commercial Alteration building permit**) is issued. A permit may be applied for on the **Wake County Permit Portal**, reviewed and approved, but a "Pre-Issuance Hold" will be placed on the application until the building receives its CO or TCO.

***Important Information from the City of Raleigh Public Utilities**

The City of Raleigh requires Food Service Establishments or Vehicle Maintenance Facilities to request [Pretreatment Approval](#) before submitting commercial building plans to the Wake County Plan Review Office for a building permit. Please click the Pretreatment Approval link for additional information or contact:

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Please visit this page for City of Raleigh Fats, Oils, and Grease [FOG] permitting requirements - <https://raleighnc.gov/permits/services/fats-oil-and-grease-fog-permits-and-inspections>