



## Town of Nags Head

Planning and Development  
Department

Post Office Box 99  
Nags Head, North Carolina 27959  
[www.nagsheadnc.gov](http://www.nagsheadnc.gov)

Telephone 252-441-7016  
FAX 252-441-4290

### CHANGE OF TENANT/USE APPLICATION

#### APPLICANT INFO:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant is: Property Owner  Proposed Tenant  Other  \_\_\_\_\_

#### PROPERTY OWNER:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

#### SUBJECT PROPERTY:

Location: \_\_\_\_\_

Address: \_\_\_\_\_ Unit # \_\_\_\_\_

#### PROPOSED CHANGE:

Change of Tenant (same use as existing) and/or  Change of Use (May need to apply for a Zoning Permit)

Name of Previous Tenant (If known): \_\_\_\_\_

Name of New Business: \_\_\_\_\_

Proposed use/sales/service: \_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_

Is any interior or exterior construction work planned? No  Yes

**Construction work includes but is not limited to: New plumbing or electrical fixtures, moving or adding interior walls, changes to fire sprinklers or alarms, etc. Please note that in a majority of cases a building and/or trade permit will be required.**

Is any signage requested? No  Yes  (Most signs require a Zoning and/or Building Permit)

**Please contact our Fire Department at 252-441-5909 and our Building Department at 252-441-7016 to schedule a courtesy walk-through.**

Applicant/Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_