Town of Nags Head

Planning and Development Department

Post Office Box 99
Nags Head, North Carolina 27959
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 construction work planned? No ☐ Yes ☐ (A Building Permit may be Required)

Is any signage requested? No ☐ Yes ☐ (Some signs require a 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:** _____