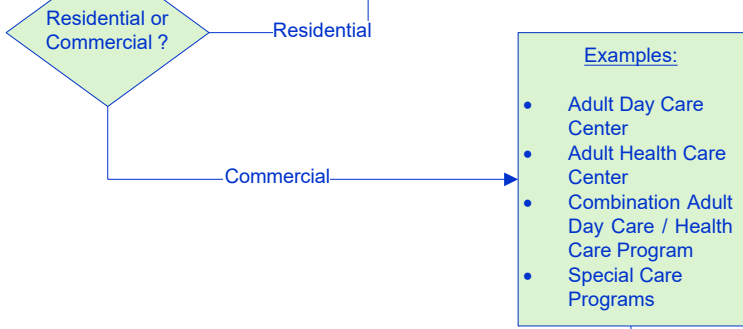


# Licensed Adult Care (General Process)

**Zoning Contacts**  
 Town of Cornelius 704.892.6031  
 Town of Davidson 704.892.7591  
 Town of Huntersville 704.875.6541  
 Town of Matthews 704.847.4411  
 Town of Mint Hill 704.545.9726  
 Town of Pineville 704.889.2291

**Contacts**  
 Adult Care: Glenda Artis, NCDHHS 919.733.0440 x241



Contact Environmental Health 980.314.1620  
 Contact City Fire 704.336.2101 or County Fire 980.314.2633  
 Obtain inspection report from both the Health and Fire Departments

Contact the Building Plans Examiner on rotation for the next step in the process 980.314.2633



Take completed building permit application (with Zoning and Health checked off on the permit) to CIRC for permitting 980.314.2633

Preliminary meeting required with: Building, Electrical, Plumbing, Mechanical, and Fire trades <sup>a.</sup>  
 Bring Zoning and Health requirements to the Preliminary meeting

Submit application for Preliminary review through EPM at <http://epm.mecklenburgcountync.gov/>  
 There will be a \$300 nonrefundable fee due prior to meeting

Submit application for plan review through EPM at <http://epm.mecklenburgcountync.gov/> <sup>b.</sup>

a. Required review documents are determined by the scope of changes.  
 b. Current North Carolina State Building code review.  
 c. Contact Zoning in the proper township if the property is not located in the City of Charlotte jurisdiction.