



<https://fayetteville.idtplans.com/secure/>

Change of Tenant/Change of Use/Change of Occupancy Classification Application
NO CONSTRUCTION

Development Services | Permitting & Inspections
433 Hay Street Fayetteville, NC 28301
Phone (910) 433-1707 Fax (910) 433-1588

Address:

I hereby certify that under penalty of perjury, that all information in this application is correct and all work will comply with the NC State Technical Building Codes and all other applicable state and local laws, ordinances, and regulations. I acknowledge that I must notify the City of Fayetteville's Permitting & Inspections Division of any changes in the approved plans and specification for the project permitted herein.

Signature of Owner/Agent

Printed Name

Date

Process:

This application is for use with the E-Development Portal only. When your plans/ application is approved in the portal, the post-approval upload function becomes available. Use this function to upload permit applications. If other contractors are part of your project, you must use the invite contacts function on the project page to allow them access to the project using the e-mail they made the account with. **The City of Fayetteville cannot grant access to anyone for your project.** The contractor must have an account with the E-Development portal to upload applications and request inspections. E-mails are sent when the application is ready for payment and can be made through the portal.

Information is sent via e-mail so ensure that "City of Fayetteville. noreply@idtplans.com" is white-listed for your e-mail provider. Please check if e-mails are in spam or junk folders. Any e-mail that is non-deliverable automatically deactivates your account.

When the permit is issued, you can request an inspection through the project page using the inspections function.

All permits, inspection results, Certificate of Occupancy/ Compliance, payment receipts, etc. are found on the project page for you to print for your records if you so choose.

To view the user guide and other information, please visit: <https://www.fayettevillenc.gov/city-services/development-services/permitting-inspections>