



Cleveland County  
NORTH CAROLINA

APPLICATION FOR A TRANSITIONAL PERMIT  
For A Food Service Establishment

\*\*\*Zoning approval may be required prior to submitting this application.

Plan Review with a \$250 fee may be required for any new construction, remodeling or additions.

No Charge for actual transitional permits to operate.

Name of Establishment: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

City: \_\_\_\_\_ State: NC Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Owner/Corporate Name: \_\_\_\_\_

Manager/Person-in-Charge: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Owner of Building: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Type of food service establishment: (select/complete all that apply)

Restaurant with seating: Number of seats: \_\_\_\_\_ Square footage: \_\_\_\_\_

Food Stand: Square footage: \_\_\_\_\_ (No more than 8 seats, Ref. Session Law 2015-104)

Commissary  Sit-down Meals

Meat Market  Take-out Meals

Education Food Service  Catering/  Delivery

School Lunchroom  Customer Self-Service Buffet/Bar

Elderly Nutrition Site, Prepared On-site

Other: (ex: hot bar, sushi bar, salad bar) \_\_\_\_\_

**Water Supply and Sewage:**

Water supply:      Public/Municipal                              Private Water Supply  
Sewer:              Public/Municipal                              On-site Wastewater System

**General:**

Will the establishment be removing any of the existing equipment?  Yes  No

Will the establishment be adding new equipment?  Yes  No  
If so, then provide specification sheets for all new equipment to be installed.

Will the establishment maintain the same menu as the previous owner?  Yes  No  
Provide a copy of the existing or proposed menu with this application.

Will the establishment be conducting any new construction, remodeling, or additions?  Yes  No  
If yes, then plan review with a \$250 fee may be required.

*A pre-opening inspection of the establishment with equipment will be necessary to determine compliance with the local and state laws governing food establishments. You will be responsible for obtaining approval from appropriate zoning and building inspection departments. Their numbers are included below to assist you.*

**ZONING / BUILDING INSPECTION**

Shelby 704-484-6805  
Kings Mountain 704-734-4599  
Cleveland County 980-484-4975/4997

**FIRE MARSHALLS**

704-484-6816  
704-734-0555  
704-481-4841

If your business will be located in any jurisdiction other than those listed above, please check with your city manager and/or town hall for permitting assistance.

**Proposed opening date:** \_\_\_\_\_

**Date Application Submitted:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**APPLICATIONS CAN BE SUBMITTED IN PERSON OR BY MAIL TO:**

Cleveland County Permits Office  
1333 Fallston Road  
Shelby, NC 28150