



## Application for Fire Marshal Plan Review

Type of Review Requested:

Site Plan Review

Building Plan Review

### Project Information

Project Name: *Ellie's Antojitos Dulces y salados*

Project Physical Address: *204 E. Jackson Blvd Erwin NC  
Suite A*

PIN #:

### Plan Information

Plans Submitted by: *Pacomia Pavon Sanchez*

Contact Person: *Betania Piedra*

Contact Phone #: *910.814.7426*

Contact Email: *Betania.piedra8@gmail.com*

*Nothing will be changed  
Everything stays the same.*

### Contractor Information

Contractor/Company Name:

Company Mailing Address:

Primary Contact Name:

Contact Phone #:

Contact Mail:

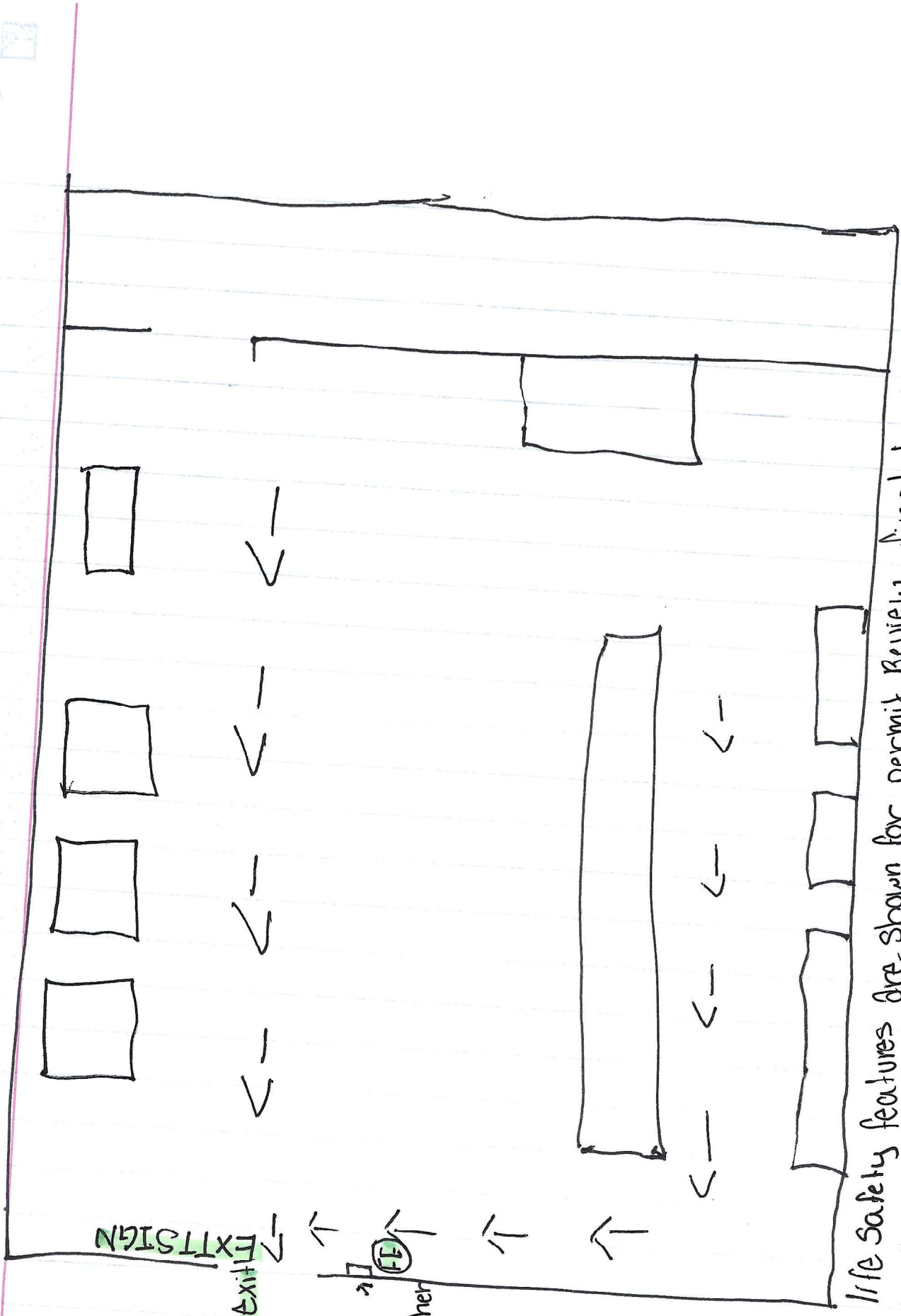
Reviewed for Fire Code Compliance



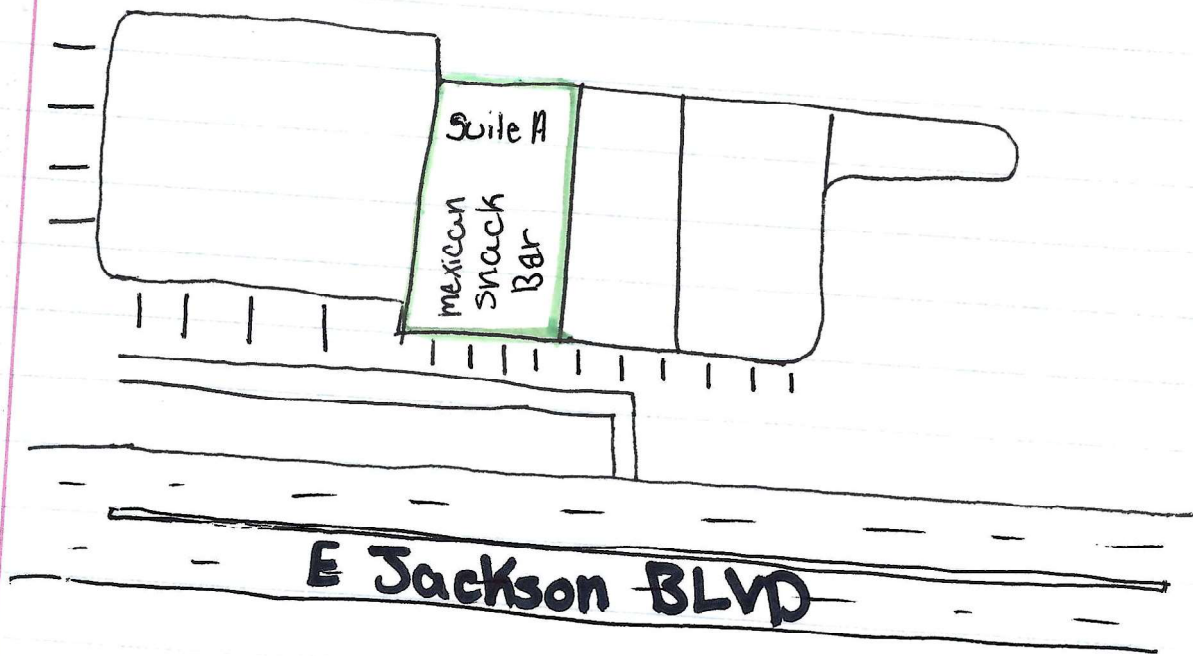
Leslie Jackson

12/29/2025 11:55:35 AM

- Plans that are submitted will be reviewed as quickly as possible with an average time of review between 7-10 working days.
- Status checks may be conducted on plan reviews by visiting the eTrakit portal, or by calling the Harnett County Central Permitting Department (910-893-7525, Option #1) or the Harnett County Fire Marshal's Office (910-893-7580).
- Approved plans must be obtained through Central Permitting (via [centralpermitting@harnett.org](mailto:centralpermitting@harnett.org) email) at the time of payment; payment can be made over the phone (910-893-7525, Option #1) or at the Central Permitting Office (420 McKinney Parkway Lillington, NC 27546).
- All fees must be paid before any required inspections can be conducted.



Life Safety features are shown for permit review. Final locations and equipment will comply with NC fire code and as approved by The Harnett County fire Marshall!



"No New Construction - use of existing building only"



Storage

door

Bathroom

Cooler

Table 3

Table 2

Table 1

BAR

Freezer

ice maker

Sink

Exit  
Entrance

# Full Menu

## ELLIE'S ANTOJITOS DULCES Y SALADOS

**Location:** 204 E. Jackson Blvd, Suite A, Erwin, NC

### Fresh Fruit / Snacks

- Fruta (fruit cups with tajín and chamoy)
- Esquites (Mexican street corn in a cup)
- Tostilocos (tortilla chips with toppings)
- Fresas con crema (strawberries with cream)
- Chicharrones preparados (prepared fried wheat crisps with toppings)

### Hot Items

- Maruchan (instant noodle soup)

### Desserts

- Cheesecake
- Pan dulce (bagged and sealed Mexican sweet bread)

### Drinks

- Café frío (iced coffee)
- Smoothies – assorted flavors
- Sodas (assorted canned/bottled)
- Sabritas (bagged chips – assorted flavors)

## COMMERCIAL LEASE AGREEMENT

This Commercial Lease Agreement ("Agreement") is made on **9/1/2025** between:

- **Landlord: Guillermo Mateo Morales**, ("Landlord")
- **Tenant: Pacomia Pavon Sanchez**, doing business as **ELLIE'S ANTOJITOS DULCES Y SALADOS** ("Tenant").

### Property Address:

204 E. Jackson Blvd, Suite A, Erwin, North Carolina 28339 ("Premises").

### 1. Term

- 1.1 **Lease Term:** The lease will begin on **9/1/2025** and end on **8/31/2027** ("Term").
- 1.2 Tenant may not extend the Term without written approval from the Landlord.

### 2. Rent

- 2.1 Tenant agrees to pay monthly rent of **\$500** due on the **1st day** of each month.
- 2.2 Rent will be paid to Landlord at:  
**[Landlord mailing address or "204 E. Jackson Blvd, Suite A, Erwin, NC"]**  
or at another place designated in writing by Landlord.

### 3. Use of Premises

- 3.1 Premises will be used **only as a Mexican Snack Bar** selling prepared snacks and beverages such as fruit cups, maruchan, esquites, tostilocos, desserts, coffee, smoothies, sodas, chips and similar items, and for no other purpose without Landlord's written consent.
- 3.2 Tenant shall comply with all **zoning, health, sanitation, fire and building codes**.

### 4. Condition of Premises / Changes

- 4.1 Tenant accepts the Premises "**as-is**".
- 4.2 Tenant will **not make structural changes** to the building without written approval from Landlord and, if required, permits from the County/Town.
- 4.3 Any fixtures or equipment installed by Tenant will remain Tenant's property unless otherwise agreed in writing.

### 5. Utilities

5.1 Tenant will be responsible for the following utilities (check/complete as needed):

- Electricity
- Water / Sewer
- Trash
- Internet / Phone

- Other: \_\_\_\_\_  
5.2 Any utilities remaining in Landlord's name that are used by Tenant may be billed back monthly.

## 6. Maintenance & Repairs

6.1 Tenant will keep the Premises **clean, sanitary, and in good order**, including all equipment used for the snack bar.

6.2 Landlord is responsible for major structural components (roof, exterior walls, foundation) unless damage is caused by Tenant's misuse or negligence.

6.3 Tenant must promptly notify Landlord of conditions requiring repair.

## 7. Compliance with Laws

Tenant must comply with all **local, state, and federal laws**, including permits and inspections required by:

- Town of Erwin
- Harnett County Development Services / Health & Sanitation
- Fire Marshal and Building Code officials

## 8. Entry by Landlord

Landlord may enter the Premises at reasonable times to **inspect, repair, or show** the space to potential buyers or future tenants, with reasonable notice to Tenant except in emergencies.

## 9. Entire Agreement

This Agreement contains the entire understanding of the parties and may only be changed in writing signed by both Landlord and Tenant.

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### Landlord:

Signature: GUILLERMO MATEO

Name: **Guillermo Mateo Morales**

Date: **9/1//2025**

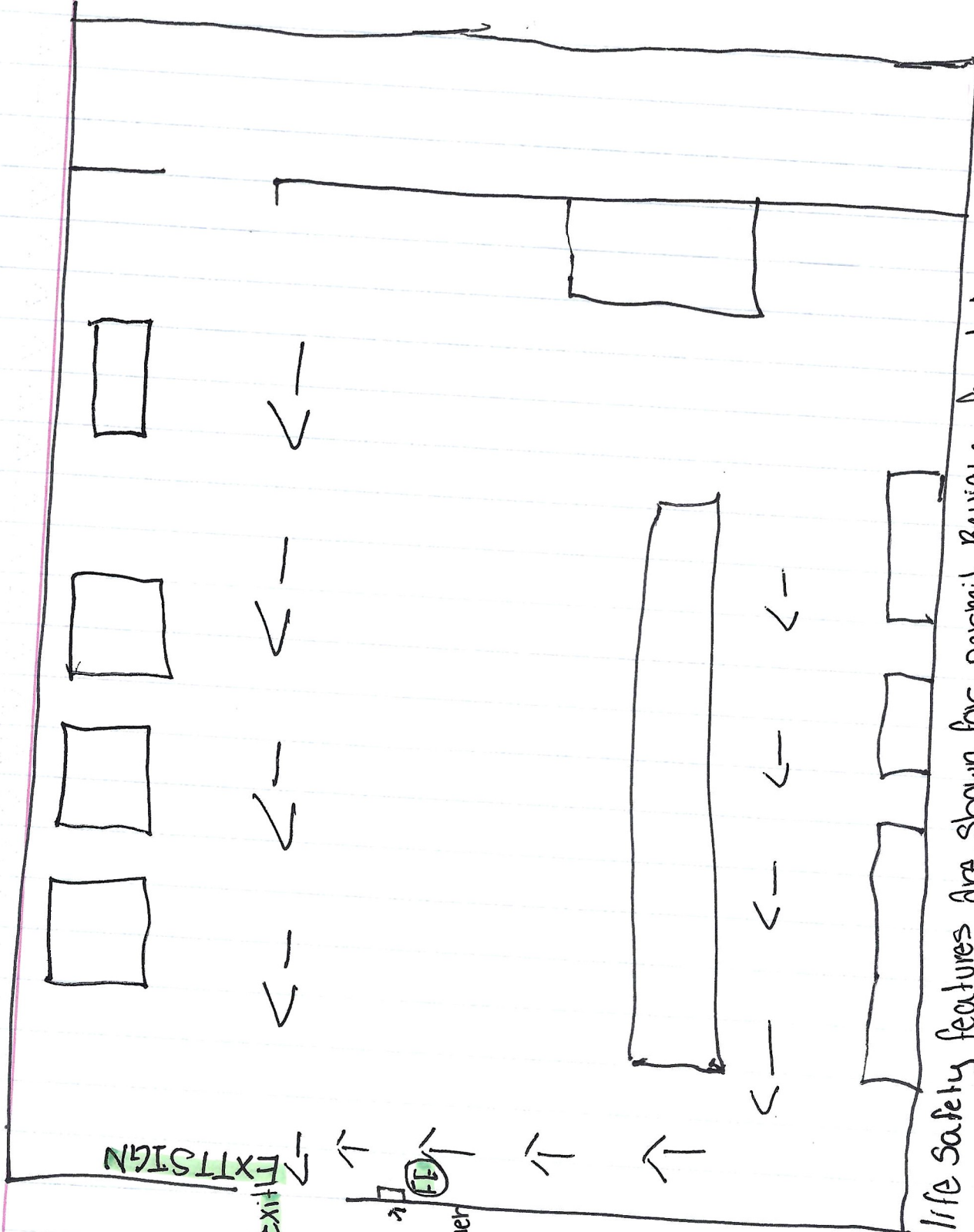
### Tenant:

Signature: \_\_\_\_\_

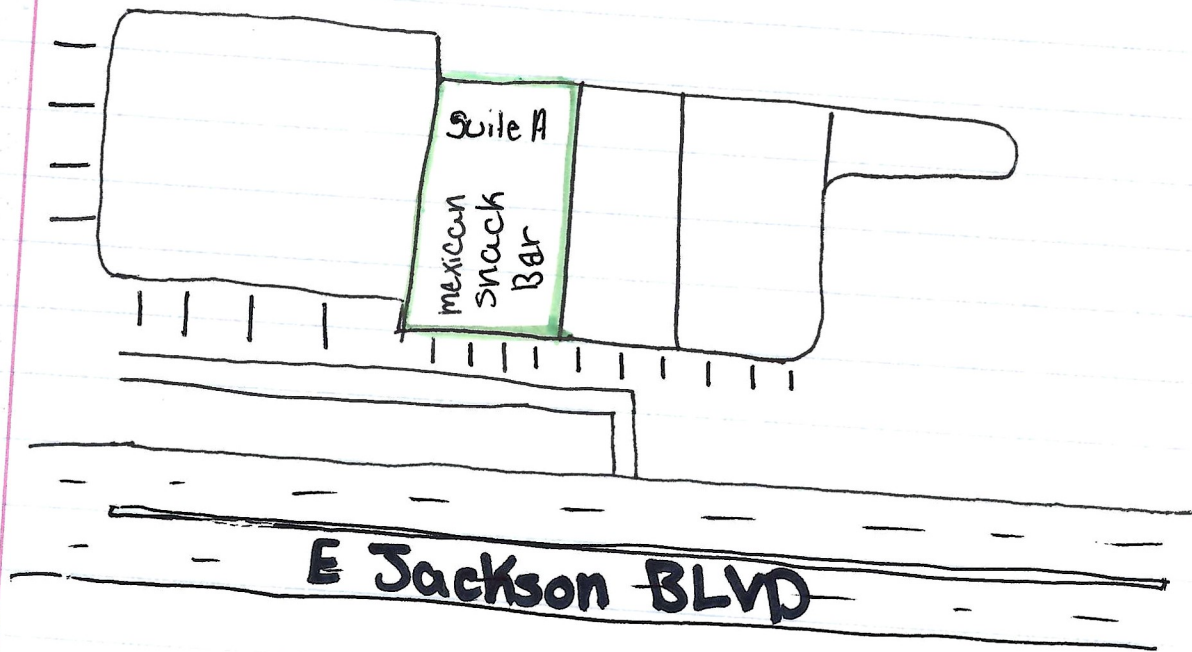
Name: **Pacomia Pavon Sanchez**

Business: **ELLIE'S ANTOJITOS DULCES Y SALADOS**

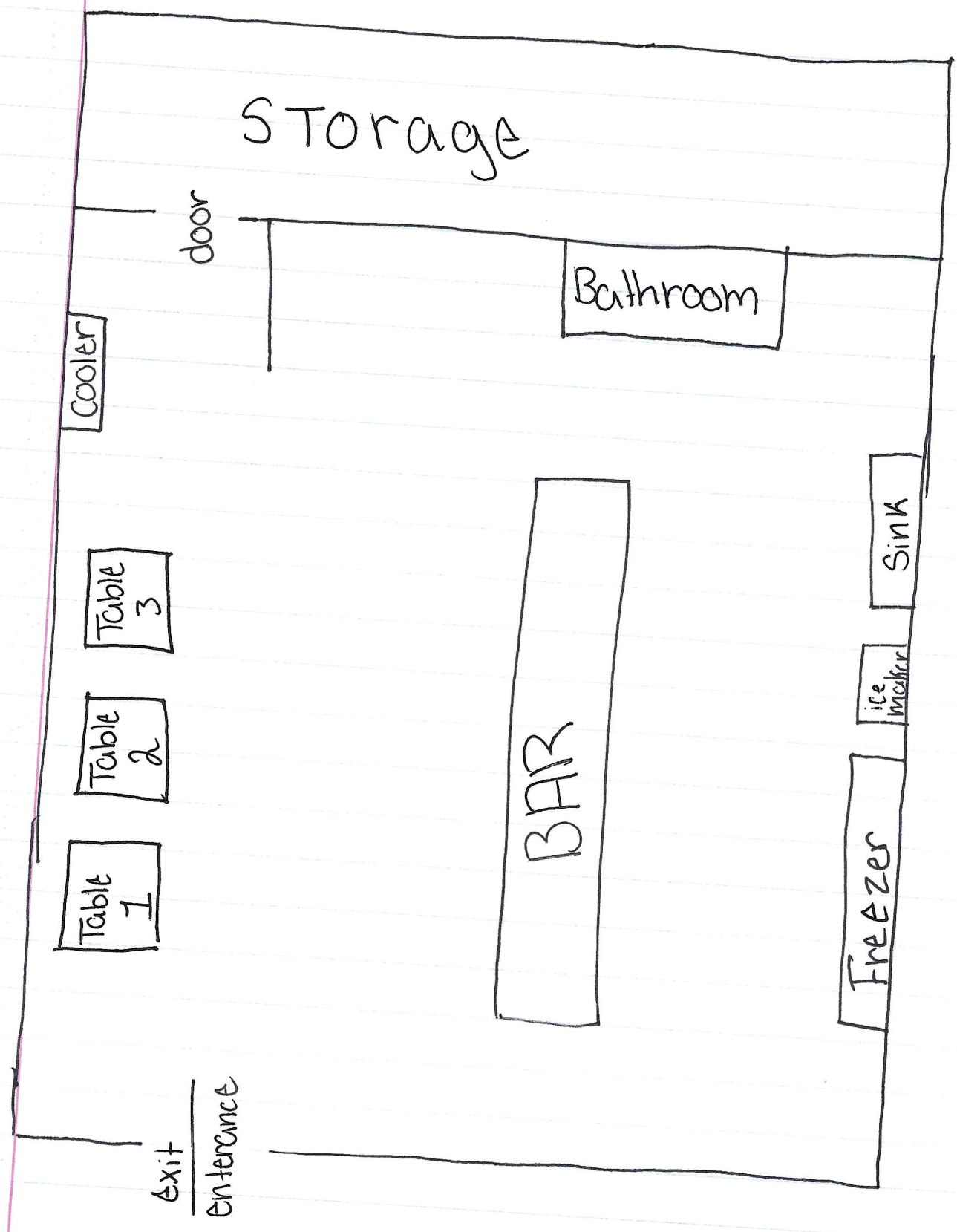
Date: **9/1//2025**



Life Safety features are shown for permit review. Final locations and equipment will comply with NC fire code and as approved by The harnett County fire Marshall



"No New Construction - use of existing building only"





strong roots • new growth

CentralPermitting@Harnett.org  
(910) 893-7525 ext:1  
420 McKinney Pkwy (physical)  
PO Box 65 (mailing)  
Lillington, NC 27546

### COMMERCIAL LAND USE APPLICATION

SITE ADDRESS: 204 E. Jackson Blvd Suite A PIN: \_\_\_\_\_  
LANDOWNER: Guillermo Mateo Mailing Address: 204 E Jackson Blvd Suite A  
City: Ferris State: NC Zip: \_\_\_\_\_ Phone: 919.669.4672 Email: \_\_\_\_\_

\*Please fill out applicant information if different than landowner.

APPLICANT: Pacomia Pavan Sanchez Mailing Address: 95 Hope Ln  
City: Dunn State: NC Zip: 28334 Phone: 910.337.2813 Email: jackiepavan09@gmail.com

#### PROPOSED USE:

- Multi-Family Dwelling: # Units: \_\_\_\_\_ # Bedrooms/Unit: \_\_\_\_\_
- Business: SQ. FT.: Retail Space: 1200 Type: snack bar # Employees: 0 Hours of Operation: 9:00am - 9pm  
*owner operated*
- Daycare: # Preschoolers: \_\_\_\_\_ # Afterschoolers: \_\_\_\_\_ # Employees: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_
- Industry: SQ. FT.: \_\_\_\_\_ Type: \_\_\_\_\_ # Employees: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_
- Church: Seating Capacity: \_\_\_\_\_ # Bathrooms: \_\_\_\_\_ Kitchen: Yes  No
- Sign: (Size \_\_\_\_\_ x \_\_\_\_\_) Type: \_\_\_\_\_ Illuminated: Yes  No  If yes, Internal  External
- Accessory/Addition/Other: (Size \_\_\_\_\_ x \_\_\_\_\_) Use: \_\_\_\_\_

#### UTILITIES:

- Water Supply: County  Existing Well  New Well (# of facilities using well \_\_\_\_\_)
- Sewage Supply: New Septic Tank  Expansion  Relocation  Existing Septic Tank  County Sewer

(Complete Environmental Health Checklist on other side of application if Septic is selected)

COMMENTS: Nothing is being changed. Everything in this building stays the same.

If permits are granted, I agree to conform to all ordinances and laws of the State of North Carolina regulating such work and the specifications of plans submitted. I hereby state that the foregoing statements are accurate and correct to the best of my knowledge. Permit subject to revocation if false information is provided.

Pacomia Sanchez  
Signature of Owner or Owner's Agent

11/1/25  
Date

\*\*\*Permits are valid for 6 months from the issue date, or 12 months from last inspection once inspections have been initiated. It is the owner/applicant's responsibility to provide the county with any applicable information about the subject property, including but not limited to: boundary information, house location, underground or overhead easements, etc. The county or its employees are not responsible for any incorrect or missing information that is contained within these applications.\*\*\*

APPLICATION CONTINUES ON BACK



Town of Erwin  
**Zoning Application & Permit**  
 Planning & Inspections Department

Permit #  
**26-069**

Rev Sep2014

Each application should be submitted with an attached plot/site plan with the proposed use/structure showing lot shape, existing and proposed buildings, parking and loading areas, access drives and front, rear, and side yard dimensions.

Name of Applicant	<u>Pacomira Pavaon Sanchez</u>	Property Owner	<u>Guillermo Mateo</u>
Home Address	<u>95 Hope Ln</u>	Home Address	
City, State, Zip	<u>Dunn NC 28334</u>	City, State, Zip	
Telephone	<u>910.337.2813</u>	Telephone	
Email	<u>Jackie.pavaon09@gmail.com</u>	Email	
Address of Proposed Property		<u>204 E. Jackson Blvd Erwin NC</u>	
Parcel Identification Number(s) (PIN)		Estimated Project Cost	
What is the applicant requesting to build / what is the proposed use of the subject property? Be specific.		<u>A snack bar. Mexican candies, fresh fruits snacks.</u>	
Description of any proposed improvements to the building or property			
What was the Previous Use of the subject property?		<u>Same</u>	
Does the Property Access DOT road?			
Number of dwelling/structures on the property already		Property/Parcel size	
Floodplain SFHA <u>Yes</u> <u>No</u>		Watershed <u>Yes</u> <u>No</u> Wetlands <u>Yes</u> <u>No</u>	
MUST circle one that applies to property		Existing/Proposed Septic System <u>Or</u> Existing/Proposed County/City Sewer	

→ Suite A

**Owner/Applicant Must Read and Sign**

The undersigned property owner, or duly authorized agent/representative thereof certifies that this application and the forgoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief. The undersigning party understands that any incorrect information submitted may result in the revocation of this application. Upon issuance of this permit, the undersigning party agrees to conform to all applicable town ordinances, zoning regulations, and the laws of the State of North Carolina regulating such work and to the specifications of plans herein submitted. The undersigning party authorizes the Town of Erwin to review this request and conduct a site inspection to ensure compliance to this application as approved.

<u>Pacomira Pavaon Sanchez</u> Print Name	<u>Pacomira Pavaon Sanchez</u> Signature of Owner or Representative	<u>10/21/25</u> Date
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**For Office Use**

Zoning District	<u>B2</u>	Existing Nonconforming Uses or Features	<u>building setbacks</u>
Front Yard Setback	<u>30</u>	Other Permits Required	<u>Conditional Use</u> <u>Building</u> <u>Fire Marshal</u> <u>Other</u>
Side Yard Setback	<u>N/A</u>	Requires Town Zoning Inspection(s)	<u>Foundation</u> <u>Prior to C. of O.</u>
Rear Yard Setback	<u>20</u>	Zoning Permit Status	<u>Approved</u> <u>Denied</u>
Fee Paid: <u>\$75</u>		Date Paid: <u>10/22/25</u>	Staff Initials: <u>PAID LW</u>

Comments: Call Harnett County for Fire Marshall / development meeting to

Signature of Town Representative: [Signature] Date Approved/Denied: 10/22/25

TOWN OF ERWIN

- use permit
- sale of only prepackaged foods / fresh fruit. Call Health Department if opening food.
- 910-893-7525
- ↑ Harnett County Planning/Inspections
- Health Department ↑ 910-893-7525
- see if any improvements are needed.