

# Non-Residential Permit Application

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



This form is required when seeking a non-residential building permit or zoning permit for development activity associated with townhome, apartment, office and/or commercial uses. Development activity involving a new structure, change of use, addition, fit up, or alteration/repair that qualifies as Tier One Site Plan as referenced in Unified Development Ordinance (UDO) Section 10.2.8 ([as amended](#)) should use this application.

GENERAL INFORMATION		OFFICE USE ONLY	
<input type="checkbox"/> 2018 NC Building Code <input type="checkbox"/> 2018 Existing NC Building Code		Case or Permit #:	
		Technician	
Applicant:		Date:	
Project Address:		Suite #:	
Subdivision/Tenant/Shopping Center:		Lot #:	
Property Owner:	Property Owner Phone:		
Property Owner Email:			
Project Contact:	Project Contact Phone:		
Project Contact Email:			

PROJECT INFORMATION			
<b>Review Type:</b> <input type="checkbox"/> Express Review <input type="checkbox"/> Pony Express <input type="checkbox"/> Commercial Review			
<b>Choose Work Type:</b> There are two types of change of use: (1) Change of use according to the building code, which is also referred to as a change in building occupancy, and (2) A zoning change of use based on UDO Chapter 6. If a project is either a change in building occupancy or a change zoning use, the "Change of Use" work type should be selected.			
Accessory Structure <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Repair <input type="checkbox"/> Change of Use <input type="checkbox"/> Site Permit Review <input type="checkbox"/>	Demolition <input type="checkbox"/> Fit-up Interior Completion <input type="checkbox"/> Mass Grading <input type="checkbox"/> Multi-Family <input type="checkbox"/> New Construction <input type="checkbox"/>	Stand Alone <input type="checkbox"/> Tree Conservation <input type="checkbox"/> Water/Sewer Service <input type="checkbox"/> Frequent Transit Development <input type="checkbox"/> Other <input type="checkbox"/>	
Provide a detailed project description:			

**SIGNATURE BLOCK**

Pursuant to state law (N.C. Gen. Stat. § 160D-403(a)), applications for development approvals may be made by the landowner, a lessee or person holding an option or contract to purchase or lease land, or an authorized agent of the landowner. An easement holder may also apply for development approval for such development as is authorized by the easement.

By submitting this application, the undersigned applicant acknowledges that they are either the property owner or one of the persons authorized by state law (N.C.G.S. 160D-403(a)) to make this application, as specified in the application. The undersigned also acknowledges that the information and statements made in the application are correct and the undersigned understands that development approvals are subject to revocation for false statements or misrepresentations made in securing the development approval, pursuant to N.C. Gen. Stat. § 160D-403(f).

The undersigned indicates that the property owner(s) is aware of this application and that the proposed project described in this application will be maintained in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Raleigh Unified Development Ordinance.

The undersigned hereby acknowledges that, pursuant to state law (N.C.G.S. 143-755(b1)), if this permit application is placed on hold at the request of the applicant for a period of six consecutive months or more, or if the applicant fails to respond to comments or provide additional information requested by the City for a period of six consecutive months or more, then the application review is discontinued and a new application is required to proceed and the development regulations in effect at the time permit processing is resumed shall apply to the new application.

Signature:	Date:
Printed Name:	
Signature:	Date:
Printed Name:	

**ADDITIONAL PROJECT INFORMATION**

Please fill in all blanks with the appropriate information. Missing information can result in a permit processing delay.

**Site Information**

Zoning district:	Overlay district:
Existing use (UDO Ch. 6):	Maximum parking (UDO Sec. 7.1.2.C):                      spaces
Proposed use (UDO Ch. 6):	Proposed parking:    spaces
Land Disturbance:    sq. feet	Existing impervious surface:    sq. feet
Proposed change in impervious:    sq. feet	Proposed total impervious:    sq. feet

**Building Information**

Existing building:    sq. feet	Is the existing building: <input type="checkbox"/> Heated <input type="checkbox"/> Unheated
Proposed new building:    sq. feet	Is the proposed new building: <input type="checkbox"/> Heated <input type="checkbox"/> Unheated
Total building size:    sq. feet	Is the total building: <input type="checkbox"/> Heated <input type="checkbox"/> Unheated
Existing height:    feet	Proposed height:    feet                      Number of stories:
Total construction cost:	

**MECHANICAL EQUIPMENT QUESTIONS**

If the scope of the proposed work consists of replacement of existing mechanical equipment only, and the answer to **ANY** of the below questions is "No" then a tier one site plan is required. See the [Non-Residential Permit Checklist](#) for submission requirements. If the answer to **ALL** the below questions is "Yes" a permit could be obtained using the E-Permit process.

1. Is (are) the A/C unit(s) for which the permit is being applied for <b>at the same location of the old/existing unit?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Is (are) the A/C unit(s) for which the permit is being applied for <b>the same size or smaller (BTU or Tonnage) than the old/existing unit(s)?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Is (are) the A/C unit(s) for which the permit is being applied for <b>the same type (split or package) unit?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**LIEN AGENT INFORMATION | www.liensnc.com**

NC law requires appointment of a lien agent. Contractors/subcontractors can give notice when they are working on the project. Lien Agent appointments are not required for improvements under \$30,000, or to the owner's existing residence, or for public building projects.

**PLANS HOLDING POLICY**

It is the responsibility of the Applicant to pick up plans after each review cycle. If plans are not picked up 180 days from the last review cycle, they will be considered abandoned and will be destroyed.

**RESIDENTIAL INFILL COMPATIBILITY (UDO 2.2.7)**

If this project is subject to residential infill compatibility (UDO Section 2.2.7) a foundation survey may be required. The foundation survey must be available at the time of zoning site inspection. For more information about residential infill, visit the [Residential Infill webpage](#).

Please select the response that applies to your application:

- Yes, this property does qualify as residential infill development
- No, this property does not qualify as residential infill development

NOTE: If you are not sure if your property meets the infill standards, please complete an Infill Verification Request in the [Permit and Development Portal](#). There is a \$45 fee for this request.

Signatures are required for all license holders performing work. Permits will not be issued until all signatures are received. A [Permit Application Signature Addendum](#) is available for signatures not on this application.

<b>BUILDING</b>		License Holder Signature:	
Contractor		NC License #/Class	
Address		City/State/Zip	
Phone		Email	
Total Project Sq. Ft		Total Building Cost	
Land Disturbing Permit #		Wake Co. Well/Septic Permit #	
<b>Utilities</b>	Water: Public <input type="checkbox"/> Private <input type="checkbox"/>	Sewer: Public <input type="checkbox"/> Private <input type="checkbox"/>	
<b>ELECTRICAL</b>		License Holder Signature:	
Contractor		NC License #/Class	
Address		City/State/Zip	
Phone		Email	
<b>Voltage</b>	50 or less <input type="checkbox"/> 600 or less <input type="checkbox"/> over 600 <input type="checkbox"/>	Total Electrical Cost	
<b>PLUMBING</b>		License Holder Signature:	
Contractor		NC License #/Class	
Address		City/State/Zip	
Phone		Email	
<b>MECHANICAL</b>		License Holder Signature:	
Contractor (HVAC)		NC License #/Class	
Address		City/State/Zip	
Phone		Email	
<b>Type of Heating</b>	Electrical <input type="checkbox"/> Gas <input type="checkbox"/> Hot Water <input type="checkbox"/> Oil <input type="checkbox"/>	Air Condition Size in Tons:	
<b>Work Includes</b>	Appliances <input type="checkbox"/> Appliance/Duct <input type="checkbox"/> Ventilation <input type="checkbox"/> Refrigeration <input type="checkbox"/> Fuel Piping <input type="checkbox"/>		
<b>REFRIGERATION</b>		NC License #/Class:	
Address		City/State/Zip	
Phone		Email	
<b>HOOD CONTRACTOR</b>		NC License #/Class:	
Address		City/State/Zip	
Phone		Email	
<b>ZONING</b>			
Contractor		Phone	Email
Address		City/State/Zip	
<b>Type of Work</b>	Accessory Structure <input type="checkbox"/> Landscaping <input type="checkbox"/>	Fence/Wall/Retaining Wall <input type="checkbox"/> Parking Lot <input type="checkbox"/>	Site Plan <input type="checkbox"/> Solid Waste/Recycling <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Other <input type="checkbox"/>
<b>URBAN FORESTRY</b>			
Contractor		Phone	Email
Address		City/State/Zip	
<b>Type of Work</b>	Tree Conservation Area <input type="checkbox"/> Tree Buffer Protection <input type="checkbox"/>	Tree Pruning (TCA) <input type="checkbox"/> Tree Removal (TCA) <input type="checkbox"/>	Tree Impact (Right-of-Way) <input type="checkbox"/> Prop. Street Trees (Right-of-way) <input type="checkbox"/>

FIRE						
COMMERICAL SPRINKLER CONTRACTOR			NC License #/Class:			
Address			City/State/Zip			
Phone			Email			
FIRE ALARM CONTRACTOR			NC License #/Class:			
Address			City/State/Zip			
Phone			Email			
FIRE SUPPRESSION CONTRACTOR			NC License #/Class:			
Address			City/State/Zip			
Phone			Email			
If hazardous materials are involved please submit a <a href="#">Hazardous Materials Permit Application</a> .						
<b>Type of System</b>	Compressed Gas <input type="checkbox"/>		Hazardous Materials <input type="checkbox"/>		Standpipe <input type="checkbox"/>	
	Fire Pump <input type="checkbox"/>		Hood <input type="checkbox"/>		Storage Battery <input type="checkbox"/>	
	Flammable/Combustible Liquids <input type="checkbox"/>		Industrial Ovens <input type="checkbox"/>		Suppression <input type="checkbox"/>	
	Flammable Spray/Dip <input type="checkbox"/>		Private Fire Hydrant <input type="checkbox"/>		Other <input type="checkbox"/>	
	Fuel Tank <input type="checkbox"/>		Sprinkler <input type="checkbox"/>			
SIGNS						
Sign Company		Phone		Email		
Address			City/State/Zip			
<b>Type of Sign</b>	Awning* <input type="checkbox"/>	Construction <input type="checkbox"/>	Off Premise <input type="checkbox"/>	Special Events <input type="checkbox"/>	Tract Identification <input type="checkbox"/>	Wall <input type="checkbox"/>
	Canopy <input type="checkbox"/>	Ground <input type="checkbox"/>	Projecting <input type="checkbox"/>	Temporary <input type="checkbox"/>	Under Canopy <input type="checkbox"/>	Other <input type="checkbox"/>
*Awnings do not require a sign permit under the UDO; however, if the awning encroaches over the public right-of-way, a <a href="#">Minor Encroachment Application</a> is required.						
<b>NOTE FOR ALL SIGNS:</b> If your sign projects over/is placed on the public right-of-way, please submit a <a href="#">Minor Encroachment Application</a> .						
LAND DISTURBING/FLOOD						
Contractor		Phone		Email		
Address			City/State/Zip			
Total Disturbed Area (sq. ft.)			Construction Cost			
Flood Contractor		Phone		Email		
Address			City/State/Zip			
RIGHT-OF-WAY						
Contractor		Phone		Email		
Address			City/State/Zip			
Performance Bond and General Liability on file with City? Yes <input type="checkbox"/> No <input type="checkbox"/>						
NOTE: Permits for work within the right-of-way cannot be issued without bond.						
<b>Type of Work</b>						
Driveway new/mod <input type="checkbox"/>				Number of Driveways		
Sidewalk/Curb and Gutter new <input type="checkbox"/>				Linear feet		

UTILITY CONNECTION FOR METER (Plumbing Utility, Stub, and Right-of-Way Permit may be required)				
Contact Person		Phone	Email	
Address			City/State/Zip	
Tap will be installed by: City <input type="checkbox"/>		Property: Residential <input type="checkbox"/> Commercial <input type="checkbox"/>		
Contractor <input type="checkbox"/>				
Type of Service	Water <input type="checkbox"/>		Type of Meter	
	Sewer <input type="checkbox"/>		Individual <input type="checkbox"/>	
	Irrigation <input type="checkbox"/>		Master Meter <input checked="" type="checkbox"/>	
			New Meter <input type="checkbox"/>	
			Split Meter <input type="checkbox"/>	
			Size of Meter	
UTILITY STUB (Water and Sewer service in Right-of-Way or Easement for Single Parcel)				
Contractor		Phone	Email	
Address			City/State/Zip	
Performance Bond and General Liability on file with City? Yes <input type="checkbox"/> No <input type="checkbox"/>			NC License #/Class	
Water Size	Type	Sewer Size	Proposed Stub Location	
			Easement <input type="checkbox"/> or Right-of-Way (req. Right-of-Way Permits) <input type="checkbox"/>	
			Easement <input type="checkbox"/> or Right-of-Way (req. Right-of-Way Permits) <input type="checkbox"/>	
			Easement <input type="checkbox"/> or Right-of-Way (req. Right-of-Way Permits) <input type="checkbox"/>	
			Easement <input type="checkbox"/> or Right-of-Way (req. Right-of-Way Permits) <input type="checkbox"/>	
If utility services for multiple parcels are needed please use the Water & Sewer Service <a href="#">Addendum</a>				
PLUMBING UTILITY (Water and Sewer line from Right-of-Way to Foundation)				
Contractor:		Phone	Email	
Address			City/State/Zip	
Water Service (From Meter to five feet of foundation)			Sewer Service (From property line to ten feet of foundation)	