



Planning & Development

Customer Service Center

One Exchange Plaza, Suite 400
 Raleigh, North Carolina 27601
 phone 919-516-2495 fax 919-516-2688

Express Plan Review Application

Transaction number (<i>staff only</i>)
--

Select Type of Express Review:			
<input type="checkbox"/> Site Review (Fine Grading) <input type="checkbox"/> New Building <input type="checkbox"/> Interior Completion <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Alteration to Shell <input type="checkbox"/> Change of Occupancy			
Project		Date	
Address		Suite Number	
Description of the proposed work/special conditions			
Are you doing any exterior work (site, facade, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you changing the footprint of the building? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you adding or improving any parking spaces, driveways, sidewalks/walkways or ramps? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Contact Person		Company	
Phone Number	Fax Number	Mobile Number	E-Mail
Requested date for Express Plan Review		Confirmed date (<i>staff only</i>)	

List all Design Professionals for this project (all must be NC licensed)

All design professionals, contact person, and owner/agent listed below must be in attendance at Express Review. *Indicates that NC licensed engineers/designers are needed for additions, alterations with site work, change of use, new building, or fine grading.

Architectural	Design Coordinator
Structural	Owner/Agent
Electrical	*Site Engineering
Plumbing	*Site Utilities
Mechanical	*Land Disturbing
Fire Suppression	*Landscaping
Fire Alarm	*Truss or PreCast
Wake Environmental Services	

Applicable Code: Rehab Code 2009 (IBC)

Occupancy Class:

Assembly
 Business
 Mercantile
 Educational
 Storage
 Other

*Storage Occupancy requires MSDS sheets, quantities, storage height and type, (i.e. rack, bin, pile)

Number of Stories	Sq. ft. overall building	Sq. ft. to be reviewed
-------------------	--------------------------	------------------------

Type of Construction:

I-A
 I-B
 II-A
 II-B
 III
 IV-A
 IV-B
 V-A
 V-B

Permit issuance is not guaranteed. Applicant must meet all site and building requirements before permits are issued.