

# Permit Application



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

For more Project and Process Information, see the [DEVELOPMENT SERVICES GUIDE](#) to get started

**Development Services Customer Service Center** | 1 Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495  
**Litchford Satellite Office** | 8320 – 130 Litchford Road | Raleigh, NC 27615 | 919-996-4200

## GENERAL INFORMATION

NC Existing Building Code 2015 NC Building Code 2012 NC Rehab Code 2012	OFFICE USE ONLY	TRANSACTION NUMBER	
		GROUP NUMBER	
		TECHNICIAN	
Applicant		Date	
Project Address		Suite Number	
Subdivision/Tenant/Shopping Center		Lot Number	
Property Owner		Phone	
Email			
Project Contact Person		Phone	
Email			

## PROJECT INFORMATION

Review Type: [Express Review](#)    [Pony Express](#)    [Residential Review](#)    [Commercial Review](#)

Choose a Work Type below: Click on text for process description, Gatekeeping required for Commercial New, Change of Use, and Addition

<a href="#">New Construction</a>	<a href="#">Multi-Family</a>	<a href="#">Fit up-Interior Comp.</a>	<a href="#">Demolition</a>	<a href="#">Water/Sewer Service</a>
<a href="#">Change of Use</a>	<a href="#">Townhome</a>	<a href="#">Alteration/Repair</a>	<a href="#">Mass Grading</a>	<a href="#">Tree Conservation</a>
<a href="#">Addition</a>	<a href="#">Single Family Dwelling</a>	<a href="#">Accessory Structure</a>	<a href="#">Concurrent</a>	Other
	<a href="#">Manufactured Home</a>	<a href="#">Stand Alone</a>		

Provide a detailed Project Description:

<b>Additional Project Information (complete all that apply):</b>	<b>Total Construction Cost:</b>
<b>Site Information:</b> Zoning District: _____ Overlay District: _____ Existing Use: _____ Prop. Use: _____ Will impervious Surface change? YES      NO Ex. Impervious (s.f.): _____ Proposed change in Impervious (s.f.): _____ Proposed total Impervious (s.f.): _____	<b>Building Information:</b> Ex. Building (s.f.): Heated _____ Unheated _____ Prop. Building (s.f.): Heated _____ Unheated _____ Total Building Size: Heated _____ Unheated _____ Ex. Height (feet): _____ Prop. Height (feet): _____ Number of Stories: _____

## LIEN AGENT INFORMATION

North Carolina law requires appointment of a lien agent. Contractors and subcontractors can give notice when they are working on the project. Lien Agent appointments are not required for the following:

- Improvements under \$30,000, or
- to the owner's existing residence, or
- for public building projects

See [www.liensnc.com](http://www.liensnc.com) for more information

## FACILITY FEE INFORMATION

Facility Fees may be due for projects that involve:

- New Construction
- Change of Use
- Additions

See [Development Fee Schedule](#) for more information

## PLANS HOLDING POLICY

I acknowledge that it is the responsibility of the applicant to pick up their 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.

**Signature of Property Owner/Agent:**

BUILDING					
Contractor			NC License #/Class		
Address			City/State/Zip		
Phone			Email		
Total Project Sq. Ft.			Total Building Cost		
Other Permits Issued:		Land Disturbing Permit #		Wake Co. Well/Septic Permit #	
<b>Utilities</b>	<b>Water:</b>	Public	Private	<b>Sewer:</b>	Public Private
ELECTRICAL					
Contractor			NC License #/Class		
Address			City/State/Zip		
Phone			Email		
<b>Voltage</b>	50 or less	600 or less	over 600	Total Electrical Cost	
PLUMBING					
Contractor			NC License #/Class		
Address			City/State/Zip		
Phone			Email		
<b>Contractor (NFPA 13D Res Sprinklers)</b>			NC License #/Class		
Address			City/State/Zip		
Phone			Email		
MECHANICAL					
<b>Contractor (HVAC)</b>			NC License #/Class		
Address			City/State/Zip		
Phone			Email		
<b>Type of Heating</b>	Electrical	Gas	Hot Water	Oil	Air Condition Size in Tons
<b>Work Includes</b>	Appliances	Appliance/Duct	Ventilation	Refrigeration	Fuel Piping
<b>Contractor (Refrigeration)</b>			NC License #/Class		
Address			City/State/Zip		
Phone			Email		
<b>Contractor (Hood)</b>			NC License #/Class		
Address			City/State/Zip		
Phone			Email		
FIRE					
<b>Contractor (Sprinklers)</b>			NC License #/Class		
Address			City/State/Zip		
Phone			Email		
<b>Contractor (Fire Alarm)</b>			NC Electrical License #/Class		
Address			City/State/Zip		
Phone			Email		
<b>Contractor (Fire Suppression)</b>			NC License #/Class		
Address			City/State/Zip		
Phone			Email		
<b>Contractor (Other)</b>			NC License #/Class		
Address			City/State/Zip		
Phone			Email		
Does business store or use hazardous materials? Yes No If yes, submit <a href="#">Hazardous Materials Permit Application</a>					
<b>Type of System</b>	Hood Suppression Compressed Gas Storage Battery Industrial Ovens	Flammable Spraying/Dipping Flammable/Combustible Liquids Fuel Tank Fire Pump Sprinkler	Hazardous Materials Private Fire Hydrant Standpipe Other		

<b>SIGN</b>						
Name of Payor			Phone	Email		
Address				City/State/Zip		
<b>Type of Sign</b>	Temporary Construction	Off Premise Under Canopy	Wall Canopy	Special Events Tract Identification	Projecting Awning	Ground Other
Business Owner			Phone	Email		
Address				City/State/Zip		
<b>ZONING</b>						
Contractor			Phone	Email		
Address				City/State/Zip		
<b>Type of Work</b>	Accessory Structure Solid Waste/Recycling	Open Fence Landscaping	Swimming Pools Parking Lot	Site Plan Other		
<b>URBAN FORESTRY</b>						
Contractor			Phone	Email		
Address				City/State/Zip		
<b>Type of Work</b>	Tree Conservation Area Tree Buffer Protection	Tree Pruning (TCA) Tree Removal (TCA)	Tree Impact (Right-of-Way) Prop. Street Trees (Right-of-way)			
<b>LAND DISTURBING/FLOOD</b>						
Contractor			Phone	Email		
Address				City/State/Zip		
Total Disturbed Area (in s.f.)				Construction Cost		
Flood Contractor			Phone	Email		
Address				City/State/Zip		
<b>RIGHT-OF-WAY</b>						
Contractor			Phone	Email		
Address				City/State/Zip		
Performance Bond and General Liability on file with City? Yes No				Permits for work within the right-of-way cannot be issued without bond		
<b>Type of Work</b>						
Driveway new/mod			Number of Driveways:			
Sidewalk/Curb and Gutter new			Linear feet:			
Utility Service Installation			Number of cuts:			
Sidewalk Obstruction			Start Date (m/d/yy):		Duration (Days):	
Lane Obstruction			Start Date (m/d/yy):		Duration (Days):	
Street Obstruction (Full Closure)			Start Date (m/d/yy):		Duration (Days):	
<b>UTILITY CONNECTION (Plumbing Utility, Utility Service, and Right-of-Way Permit may be required)</b>						
Contact Person			Phone	Email		
Address				City/State/Zip		
Tap will be installed by:	City	Contractor	<b>Property</b>	Residential	Commercial	
<b>Type of Service</b>	Water Sewer Irrigation			<b>Type of Meter</b> Individual Master Meter	New Meter Split Meter Size of Meter	
<b>UTILITY SERVICE (Water and Sewer Service in Right-of-Way or Easement for Single Parcel)</b>						
Contractor			Phone	Email		
Address				City/State/Zip		
Performance Bond and General Liability on file with City? Yes No				NC License#/Class	Total Cost	
<b>Water Size</b>	<b>Type (Dom., Fire, Irr.)</b>	<b>Sewer Size</b>		<b>Proposed Stub Location</b>		
				Easement or Right-of-Way	(req. Right-of-Way Permits)	
				Easement or Right-of-Way	(req. Right-of-Way Permits)	
				Easement or Right-of-Way	(req. Right-of-Way Permits)	
				Easement or Right-of-Way	(req. Right-of-Way Permits)	
If utility services for multiple parcels are needed please use this <a href="#">Addendum</a>						
<b>PLUMBING UTILITY (Water and Sewer line on private property to foundation)</b>						
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)		