

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			
New Construction Change of Use Addition	Multi-Family Townhome Single Family Dwelling Manufactured Home	Fit up-Interior Comp. Alteration/Repair Accessory Structure Stand Alone	Demolition Mass Grading Concurrent Water/Sewer Service Tree Conservation Special Field Consultation Other
Provide a detailed Project Description:			
Additional Project Information (complete all that apply):		Total Construction Cost:	
<u>Site Information:</u> 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.):		<u>Building Information:</u> 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: <ul style="list-style-type: none"> • Improvements under \$30,000, or • to the owner's existing residence, or • for public building projects See www.liensnc.com for more information			
FACILITY FEE INFORMATION			
Facility Fees may be due for projects that involve: <ul style="list-style-type: none"> • 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 #		
Utilities	Water:	Public	Private	Sewer:	Public Private	
ELECTRICAL						
Contractor			NC License #/Class			
Address			City/State/Zip			
Phone			Email			
Voltage	50 or less	600 or less	over 600	Total Electrical Cost		
PLUMBING						
Contractor			NC License #/Class			
Address			City/State/Zip			
Phone			Email			
Contractor (NFPA 13D Res Sprinklers)			NC License #/Class			
Address			City/State/Zip			
Phone			Email			
MECHANICAL						
Contractor (HVAC)			NC License #/Class			
Address			City/State/Zip			
Phone			Email			
Type of Heating	Electrical	Gas	Hot Water	Oil	Air Condition Size in Tons	
Work Includes	Appliances	Appliance/Duct	Ventilation	Refrigeration	Fuel Piping	
Contractor (Refrigeration)			NC License #/Class			
Address			City/State/Zip			
Phone			Email			
Contractor (Hood)			NC License #/Class			
Address			City/State/Zip			
Phone			Email			
FIRE						
Contractor (Sprinklers)			NC License #/Class			
Address			City/State/Zip			
Phone			Email			
Contractor (Fire Alarm)			NC Electrical License #/Class			
Address			City/State/Zip			
Phone			Email			
Contractor (Fire Suppression)			NC License #/Class			
Address			City/State/Zip			
Phone			Email			
Contractor (Other)			NC License #/Class			
Address			City/State/Zip			
Phone			Email			
Does business store or use hazardous materials? Yes No If yes, submit Hazardous Materials Permit Application						
Type of System	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		

SIGN						
Name of Payor			Phone	Email		
Address				City/State/Zip		
Type of Sign	Temporary Construction	Off Premise Under Canopy	Wall Canopy	Special Events Tract Identification	Projecting Awning	Ground Other
Business Owner			Phone	Email		
Address				City/State/Zip		
ZONING						
Contractor			Phone	Email		
Address				City/State/Zip		
Type of Work	Accessory Structure Solid Waste/Recycling	Open Fence Landscaping	Swimming Pools Parking Lot	Site Plan Other		
URBAN FORESTRY						
Contractor			Phone	Email		
Address				City/State/Zip		
Type of Work	Tree Conservation Area Tree Buffer Protection	Tree Pruning (TCA) Tree Removal (TCA)	Tree Impact (Right-of-Way) Prop. Street Trees (Right-of-way)			
LAND DISTURBING/FLOOD						
Contractor			Phone	Email		
Address				City/State/Zip		
Total Disturbed Area (in s.f.)				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 No				Permits for work within the right-of-way cannot be issued without bond		
Type of Work						
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):	
UTILITY CONNECTION (Plumbing Utility, Utility Service, and Right-of-Way Permit may be required)						
Contact Person			Phone	Email		
Address				City/State/Zip		
Tap will be installed by:	City	Contractor	Property	Residential	Commercial	
Type of Service	Water Sewer Irrigation			Type of Meter Individual Master Meter	New Meter Split Meter Size of Meter	
UTILITY SERVICE (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 No				NC License#/Class	Total Cost	
Water Size	Type (Dom., Fire, Irr.)	Sewer Size		Proposed Stub Location		
				Easement or Right-of-Way	(req. Right-of-Way Permits)	
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If utility services for multiple parcels are needed please use this Addendum						
PLUMBING UTILITY (Water and Sewer line on private property 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)		