



# Planning & Development

## One and Two Family Dwellings Log Sheet

Applicant to complete prior to submittal

**Inspections Department  
Satellite Location**

8320-130 Litchford Road  
Raleigh North Carolina 27615  
Phone 919-996-4200 Fax 919-713-4221

After Review Return to: <input type="checkbox"/> One Exchange Plaza <input type="checkbox"/> Litchford Satellite Office			
Plan Review Type	Transaction #	Review #	Bin
<input type="checkbox"/> Regular Review <input type="checkbox"/> 1st Redi-Review <input type="checkbox"/> 2nd Redi-Review (approved PIN#) <input type="checkbox"/> Certified Plan Review		<input type="checkbox"/> Re-submittal <input type="checkbox"/> Plot plans re-stamp <input type="checkbox"/> Change in house plans <input type="checkbox"/> Field Revision	
<b>Address</b>			
<b>Lot #</b>		<b>Subdivision</b>	
In an effort to better serve you and reduce delays in your permit processing and issuance, please check <b>each</b> block next to the following items, if applicable.			
	Subdivision map has been recorded and completed recordation process		
	Square footage includes all conditioned and unconditioned space for each floor (include walk up attic). Provide screen porch and garage square footage separately		
	Minimum (2) copies of a Plot plan, signed by a North Carolina licensed surveyor and drawn to engineers scale; no larger than 8 1/2 x 14		
	Dimensions of house shown on Plot plan, signed by a North Carolina licensed surveyor including all cantilevers, fireplace and attached storage buildings		
	All setbacks shown, including driveway, easements, property lines and curve line dimensions		
	Engineers seal date on building plans does not exceed (1) year from date stamped		
	Truss and/or TJI layouts provided		
	LVL, Microllam etc. sealed data provided		
Name _____ Date _____			
Title _____ Phone # _____			

<b>Office Use Only</b>			
Transaction # _____		Date In _____ Time In _____	
Projected Completion Date _____		Contractor _____	
<b>Reviews Required</b>			
<input type="checkbox"/> Public Imp	Approved / Disapproved	<input type="checkbox"/> Transportation	Approved / Disapproved
<input type="checkbox"/> Zoning	Approved / Disapproved	<input type="checkbox"/> Parks & Recreation	Approved / Disapproved
<input type="checkbox"/> Stormwater	Approved / Disapproved	<input type="checkbox"/> Other	Approved / Disapproved
<input type="checkbox"/> Building	Approved / Disapproved		
Re-Review Fee Due <input type="checkbox"/> Yes <input type="checkbox"/> No Reviewer _____			
If a <b>Re-Review Fee is Due</b> , include a miscellaneous receipt. Fee is half of building, electric, plumbing and mechanical permit fees.			
Final Review Date _____ Time _____		Re-stamp - Forwarded to Cashier Date _____ Fee \$ _____	
Date Voided _____		Per _____	