



City
of
Raleigh

Type of Express Review

- Grading
- New
- Interior Completion
- Addition
- Alteration
- Alteration to Shell
- Change of Occupancy

Inspections Department
One Exchange Plaza Suite 404
Raleigh, North Carolina 27601
phone 919-516-2495 fax 919-516-2688

Transaction number (**staff only**)

Project		Date	
Address		Suite Number	
Description of the proposed work/special conditions			
Contact Person		Company	
Phone Number	Fax Number	Mobile Number	E-Mail
Requested date for Express Plan Review		Confirmed date (staff only)	

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 grading.

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

Applicable Code	Rehab Code	2006 (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