

Express Plan Review Application



DEVELOPMENT SERVICES DEPARTMENT

Development Services Customer Service Center | One Exchange Plaza, Suite 400 | Raleigh, NC 27601
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(Office Use Only) Transaction #

Select Type of Express Review

Mass Grading	New Building*	Interior Completion	Alteration	Addition	Alteration to Shell
Change of Use	Concurrent*	Recorded Map*	Building Comments Only*	Administrative Site Review*	
Preliminary Site Review*					

**Reviews must meet specific thresholds prior to scheduling*

Project Name		Date
Project Address		
Suite Number(s)		
Contact Person	Company	Fax
Phone	Mobile	Email
Description of the proposed work/special conditions:		
Are you doing any exterior work (site, façade, 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		
If yes, how much is parking increasing?		

List all design professionals for this project (all must be licensed in North Carolina):

All design professionals, including the project's contact person and owner/agent listed below, must be in attendance at the Express Review. A * indicates that engineers/designers must be licensed by the state of N.C. for additions, alterations with site work, changes of use, new buildings, or fine grading.

Architectural	Design Contractor
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: <input type="checkbox"/> Rehab Code <input type="checkbox"/> 2015 (IBC)	
Occupancy Class: <input type="checkbox"/> Assembly <input type="checkbox"/> Business <input type="checkbox"/> Mercantile <input type="checkbox"/> Educational <input type="checkbox"/> Storage <input type="checkbox"/> Other <i>*Storage Occupancy requires MSDS sheets, quantities, and storage height/type (i.e. rack, bin, pile)</i>	
Number of stories	Overall Building Sq. Ft. Sq. Ft. to be reviewed
Type of Construction: <input type="checkbox"/> I-A <input type="checkbox"/> I-B <input type="checkbox"/> II-A <input type="checkbox"/> II-B <input type="checkbox"/> III <input type="checkbox"/> IV-A <input type="checkbox"/> IV-B <input type="checkbox"/> V-A <input type="checkbox"/> V-B	

Permit issuance is not guaranteed. All site and building requirements must be met before permits can be issued.