

# Non-Residential Permit Application



**DEVELOPMENT SERVICES DEPARTMENT**

Development Services Customer Service Center | One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495  
 For more project and process information, visit [www.raleighnc.gov/dsguide](http://www.raleighnc.gov/dsguide).

GENERAL INFORMATION		OFFICE USE ONLY	
NC Existing Building Code 2015		Transaction #	
NC Building Code 2012		Group #	
NC Building Code 2018		Technician	
Applicant:		Date:	
Project Address:			
Subdivision:		Lot #	
Property Owner:		Property Owner Phone:	
Property Owner Email:			
Project Contact:		Project Contact Phone:	
Project Contact Email:			
PROJECT INFORMATION			
<b>Review Type:</b> Express Review                  Pony Express                  Commercial Review			
Choose a Work Type:			
Accessory Structure Addition Alteration/Repair Change of Use Concurrent		Demolition Fit-up Interior Completion Mass Grading Multi-Family New Construction	Stand Alone Tree Conservation Water/Sewer Service Other
Provide a detailed project description:			
ADDITIONAL PROJECT INFORMATION (complete all that apply)			
Site Information		Building Information	
Zoning District: _____		Existing Bldg (sq. ft.):    Heated    Unheated	
Overlay District: _____		Proposed New Bldg (sq. ft.): Heated    Unheated	
Existing Use (UDO Ch. 6): _____		Total Bldg Size (sq. ft.):    Heated    Unheated	
Required Parking (UDO Sec 7.1): (    ) space per                  =    spaces		Existing Height (ft.): _____	
Proposed Use (UDO Ch. 6): _____ Required Parking (UDO Sec 7.1): (    ) space per                  =    spaces		Proposed Height (ft.): _____	
Will impervious surface change?    Yes    No		Number of Stories: _____	
Existing impervious (sq. ft.): _____		Total construction cost:	
Proposed change in impervious (sq. ft.): _____			
Proposed total impervious (sq. ft.): _____			

Applicant Signature: \_\_\_\_\_

**MECHANICAL EQUIPMENT QUESTIONS**

If the scope of the proposed work associated with this application consists of replacement of existing mechanical equipment only, and the answer to **ANY** of the below questions is “No” then a plot plan is required. See the [Non-Residential Land & Building Requirements Checklist](#) for submission requirements. If the answer to **ALL** the below questions is “Yes” a permit could be obtained using the E-Permit process.

1. Is (are) the A/C unit(s) for which the permit is being applied for <b>at the same location of the old/existing unit?</b>	YES	NO
2. Is (are) the A/C unit(s) for which the permit is being applied for <b>the same size or smaller (BTU or Tonnage) than the old/existing unit(s)?</b>	YES	NO
3. Is (are) the A/C unit(s) for which the permit is being applied for <b>the same type (split or package) unit?</b>	YES	NO

**LIEN AGENT INFORMATION | www.liensnc.com**

NC law requires appointment of a lien agent. Contractors/subcontractors can give notice when they are working on the project. Lien Agent appointments are not required for improvements under \$30,000, or to the owner’s existing residence, or for public building projects.

**PLANS HOLDING POLICY (signature required)**

I acknowledge that it is my (applicant) responsibility to pick up plans after each review cycle. If plans are not picked up 180 days from the last review cycle, I understand they will be considered abandoned and will be destroyed.

Signatures are required for all license holders performing work. Permits will not be issued until all signatures are received.

A Non-Residential Permit Application Addendum is available for signatures not on this application.

<b>BUILDING</b>		License Holder Signature:	
Contractor		NC License #/Class	
Address		City/State/Zip	
Phone		Email	
Total Project Sq. Ft		Total Building Cost	
Land Disturbing Permit #		Wake Co. Well/Septic Permit #	
<b>Utilities</b>	Water: Public Private	Sewer: Public Private	
<b>ELECTRICAL</b>		License Holder Signature:	
Contractor		NC License #/Class	
Address		City/State/Zip	
Phone		Email	
<b>Voltage</b>	50 or less 600 or less over 600	Total Electrical Cost	
<b>PLUMBING</b>		License Holder Signature:	
Contractor		NC License #/Class	
Address		City/State/Zip	
Phone		Email	
<b>MECHANICAL</b>		License Holder Signature:	
Contractor (HVAC)		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>REFRIGERATION</b>		NC License #/Class:	
Address		City/State/Zip	
Phone		Email	
<b>HOOD CONTRACTOR</b>		NC License #/Class:	
Address		City/State/Zip	
Phone		Email	

ZONING						
Contractor		Phone		Email		
Address				City/State/Zip		
Type of Work	Accessory Structure		Fence/Wall/Retaining Wall		Site Plan	Swimming Pool
	Landscaping		Parking Lot		Solid Waste/Recycling	Other
URBAN FORESTRY						
Contractor		Phone		Email		
Address				City/State/Zip		
Type of Work	Tree Conservation Area		Tree Pruning (TCA)		Tree Impact (Right-of-Way)	
	Tree Buffer Protection		Tree Removal (TCA)		Prop. Street Trees (Right-of-way)	
FIRE						
COMMERICAL SPRINKLER CONTRACTOR				NC License #/Class:		
Address				City/State/Zip		
Phone				Email		
FIRE ALARM CONTRACTOR				NC License #/Class:		
Address				City/State/Zip		
Phone				Email		
FIRE SUPPRESSION CONTRACTOR				NC License #/Class:		
Address				City/State/Zip		
Phone				Email		
If hazardous materials are involved please submit a <a href="#">Hazardous Materials Permit Application</a> .						
Type of System	Compressed Gas		Hazardous Materials		Standpipe	
	Fire Pump		Hood		Storage Battery	
	Flammable/Combustible Liquids		Industrial Ovens		Suppression	
	Flammable Spray/Dip		Private Fire Hydrant		Other	
	Fuel Tank		Sprinkler			
SIGNS						
Sign Company		Phone		Email		
Address				City/State/Zip		
Type of Sign	Awning*	Construction	Off Premise	Special Events	Tract Identification	Wall
	Canopy	Ground	Projecting	Temporary	Under Canopy	Other
*Awnings do not require a sign permit under the UDO; however, if the awning encroaches over the public right-of-way, a <a href="#">Minor Encroachment Application</a> is required.						
<b>NOTE FOR ALL SIGNS:</b> If your sign projects over/is placed on the public right-of-way, please submit a <a href="#">Minor Encroachment Application</a> .						
LAND DISTURBING/FLOOD						
Contractor		Phone		Email		
Address				City/State/Zip		
Total Disturbed Area (sq. ft.)				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			
NOTE: 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):
<b>UTILITY CONNECTION (Plumbing Utility, Stub, and Right-of-Way Permit may be required)</b>			
Contact Person		Phone	Email
Address		City/State/Zip	
<b>Tap will be installed by:</b> City      Contractor		<b>Property:</b> Residential      Commercial	
Type of Service	Water Sewer Irrigation	Type of Meter	New Meter Split Meter Size of Meter
		Individual Master 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
Water Size	Type	Sewer Size	Proposed Stub Location
			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 the Water & Sewer Service <a href="#">Addendum</a>			
<b>PLUMBING UTILITY (Water and Sewer line from Right-of-Way 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)	