

# 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:		Suite #:	
Subdivision/Tenant/Shopping Center:		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): _____		Proposed Height (ft.): _____	
Required Parking (UDO Sec 7.1): (    ) space per        =    spaces		Number of Stories: _____	
Will impervious surface change?    Yes    No		Total construction cost:	
Existing impervious (sq. ft.): _____			
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**

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.

UNDER PENALTY OF LAW, THE UNDERSIGNED DOES HEREBY CERTIFY, THAT THE SIGNATURE SHOWN IS THE SIGNATURE OF THE LICENSE HOLDER. THE UNDERSIGNED FURTHER INDEMNIFIES THE CITY OF RALEIGH AND ITS EMPLOYEES AGAINST DAMAGES THAT MAY ARISE DURING THE CONSTRUCTION PROCESS.

**BUILDING**

License Holder Name (PRINT):		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

**ELECTRICAL**

License Holder Name (PRINT):		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:	

**PLUMBING**

License Holder Name (PRINT):		License Holder Signature:	
Contractor:		NC License #/Class:	
Address:		City/State/Zip:	
Phone:		Email:	

**MECHANICAL**

License Holder Name (PRINT):		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		

**REFRIGERATION CONTRACTOR:**

NC License #/Class:			
License Holder Name (PRINT):		License Holder Signature:	
Address:		City/State/Zip:	
Phone:		Email:	

HOOD CONTRACTOR:		NC License #/Class:	
License Holder Name (PRINT):		License Holder Signature:	
Address:		City/State/Zip:	
Phone:		Email:	
<b>ZONING</b>			
Contractor:		Phone:	Email:
Address:		City/State/Zip:	
<b>Type of Work</b>	Accessory Structure Landscaping	Fence/Wall/Retaining Wall Parking Lot	Site Plan Solid Waste/Recycling Swimming Pool Other
<b>URBAN FORESTRY</b>			
Contractor:		Phone:	Email:
Address:		City/State/Zip:	
<b>Type of Work</b>	Tree Conservation Area Tree Buffer Protection	Tree Pruning (TCA) Tree Removal (TCA)	Tree Impact (Right-of-Way) Prop. Street Trees (Right-of-way)
<b>FIRE</b>			
SPRINKLER CONTRACTOR:		NC License #/Class:	
License Holder Name (PRINT):		License Holder Signature:	
Address:		City/State/Zip:	
Phone:		Email:	
FIRE ALARM CONTRACTOR:		NC License #/Class:	
License Holder Name (PRINT):		License Holder Signature:	
Address:		City/State/Zip:	
Phone:		Email:	
FIRE SUPPRESSION CONTRACTOR:		NC License #/Class:	
License Holder Name (PRINT):		License Holder Signature:	
Address:		City/State/Zip:	
Phone:		Email:	
If hazardous materials are involved please submit a <a href="#">Hazardous Materials Permit Application</a> .			
<b>Type of System</b>	Compressed Gas Fire Pump Flammable/Combustible Liquids Flammable Spray/Dip Fuel Tank	Hazardous Materials Hood Industrial Ovens Private Fire Hydrant Sprinkler	Standpipe Storage Battery Suppression Other
<b>SIGNS</b>			
Sign Company:		Phone:	Email:
Address:		City/State/Zip:	
<b>Type of Sign</b>	Awning* Canopy	Construction Ground	Off Premise Projecting
		Special Events Temporary	Tract Identification Under Canopy
			Wall 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> .			
<b>LAND DISTURBING/FLOOD</b>			
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):	