



Residential Permit Application

Development Services Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495
 Litchford Satellite Office • 8320 Litchford Road | Suite 130 | Raleigh, NC 27605 | 919-996-4200

GENERAL INFORMATION		OFFICE USE ONLY	
NC Building Code 2018		Transaction #	
		Group #	
		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			
Choose Work Type(s)			
Accessory Structure	Demolition	Single Family	Townhome
Addition	Manufactured Home	Dwelling/Duplex	Water/Sewer Service
Alteration/Repair	Stand Alone	Tree Conservation	Other
Provide a detailed project description:			
Site Information		Building Information	
Zoning District: _____		Existing bldg (sq. ft.): _____	
Overlay District: _____		Heated Unheated	
Existing Use: _____		Proposed new bldg (sq. ft.): _____	
Proposed Use: _____		Heated Unheated	
Will impervious surface change? Yes No		Total bldg size (sq. ft.): _____	
Existing impervious (sq. ft.): _____		Heated Unheated	
Proposed change in impervious (sq. ft.): _____		Existing height (ft.): _____	
Proposed total impervious (sq. ft.): _____		Proposed height (ft.): _____	
		Number of stories: _____	
		Total construction cost: _____	

Applicant Signature: _____

MECHANICAL EQUIPMENT QUESTIONS

If the scope of the proposed work 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 [Residential Plot Plan 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 at the same location of the old/existing unit?	YES	NO
2. Is (are) the A/C unit(s) for which the permit is being applied for the same size or smaller (BTU or Tonnage) than the old/existing unit(s)?	YES	NO
3. Is (are) the A/C unit(s) for which the permit is being applied for the same type (split or package) unit?	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

It is the responsibility of the Applicant to pick up plans after each review cycle. If plans are not picked up 180 days from the last review cycle, they will be considered abandoned and will be destroyed.

RESIDENTIAL INFILL COMPATIBILITY (UDO 2.2.7)

If your project is subject to residential infill compatibility (UDO Section 2.2.7) a foundation survey may be required with this project. The foundation survey must be available at the time of zoning site inspection. You are also required to notify property owners within 100 feet on all side of the subject property.

Please select the response that applies to your application:

- Yes, this property does qualify as residential infill development
- No, this property does not qualify as residential infill development

NOTE:

- If you select yes, you will need to provide unsealed, stamped, addressed envelopes with your application. For more information about this requirement, visit the [Residential Infill webpage](#).
- If you select no and your application is found to qualify as residential infill, staff will be unable to complete the review because the application will be deemed incomplete.
- If you are not sure if your property meeting the infill standards, you may complete the [Infill Verification Request form](#). Please note there is a \$45 fee for this request.

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:	Wake Co. Well/Septic Permit #:
Utilities	Water: Public Private	Sewer: Public Private	

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

PLUMBING (NFPA 13D Res Sprinklers)			
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:	
Type of Heating	Electrical Gas Hot Water Oil	Air Condition Size in Tons:	
Work Includes	Appliances Appliance/Duct Ventilation Refrigeration Fuel Piping		

ZONING			
Contractor:		Phone:	Email:
Address:		City/State/Zip:	
Type of Work	Accessory Structure Solid Waste/Recycling Fence/Wall/Retaining wall Landscaping Parking Lot Site Plan Swimming Pools Other		

URBAN FORESTRY			
Contractor:		Phone:	Email:
Address:		City/State/Zip:	
Type of Work	Tree Conservation Area Tree Buffer Protection Tree Pruning (TCA) Tree Removal (TCA) Tree Impact (Right-of Way) Prop. Street Trees (Right-of-Way)		

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:	
RIGHT-OF-WAY			
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):
UTILITY CONNECTION (Plumbing Utility, Stub, and Right-of-Way Permit may be required)			
Contact Person:		Phone:	Email:
Address:		City/State/Zip:	
Tap will be installed by: City Contractor	Property: Residential Commercial		
Type of Service	Water Sewer Irrigation	Type of Meter Individual Master Meter	New Meter Split Meter Size of Meter
UTILITY SERVICE (Water and Sewer service in Right-of-Way or Easement for Single Parcel)			
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 Addendum			
Plumbing Utility (Water and Sewer line from Right-of-Way to Foundation)			
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):	