

Residential Permit Application



**DEVELOPMENT
SERVICES
DEPARTMENT**

Development Services Customer Service Center | One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495
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 For more project and process information, visit 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			
Choose Work Type(s)			
Accessory Structure	Demolition	Single Family	Townhome
Addition	Manufactured Home	Dwelling/Duplex	Water/Sewer Service
Alteration/Repair	Mass Grading	Stand Alone	Other
		Tree Conservation	
Provide a detailed project description:			
Site Information		Building Information	
Zoning District: _____		Existing bldg (sq. ft.): Heated Unheated	
Overlay District: _____		Proposed new bldg (sq. ft.): Heated Unheated	
Existing Use: _____		Total bldg size (sq. ft.): Heated Unheated	
Proposed Use: _____		Existing height (ft.): _____	
Will impervious surface change? Yes No		Proposed height (ft.): _____	
Existing impervious (sq. ft.): _____		Number of stories: _____	
Proposed change in impervious (sq. ft.): _____			
Proposed total impervious (sq. ft.): _____		Total construction cost:	
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 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

Applicant Signature: _____

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.

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

BUILDING				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 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 Signature:				
Contractor				NC License #/Class				
Address				City/State/Zip				
Phone				Email				
PLUMBING (NFPA 13D Res Sprinklers)				License Holder Signature:				
Contractor				NC License #/Class				
Address				City/State/Zip				
Phone				Email				
MECHANICAL				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		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	New Meter Split Meter Size of Meter
		Individual Master 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)
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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)	