



# At-Risk Non-Residential Permit Application

Planning and Development Customer Service Center | One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500

This form is required to apply for an At-Risk Non-Residential Permit for development activity associated with multifamily and commercial projects. Please submit this form during your virtual Pre-Conference Submittal meeting with Customer Service Center.

ACKNOWLEDGEMENT	
By completing and submitting this form, you are applying for an at-risk building permit and are agreeing to the following terms and conditions:	
<input type="checkbox"/>	An at-risk building permit allows for the commencement of construction activities prior to the formal approval of site plans, infrastructure drawings and recorded maps. This permit is issued to facilitate the timely progression of the project but carries inherent risks.
<input type="checkbox"/>	By applying for and accepting an at-risk building permit, you acknowledge proceeding with construction activities at your own risk. Understand that the issuance of this permit does not guarantee final approval of the building permit or compliance with all applicable codes and regulations.
<input type="checkbox"/>	By applying for and accepting an at-risk building permit, you assume risks of liability, and the City of Raleigh pursuant to General Statute 160D-1110.1 is discharged and released from any liabilities, duties, and responsibilities attributable to the review, approval, or construction pursuant to the at-risk permit.
<input type="checkbox"/>	You agree to comply with all applicable building codes, regulations, and ordinances during the construction process. In addition, understand that failure to do so may result in penalties, fines, or revocation of the at-risk permit.
<input type="checkbox"/>	You acknowledge that the at-risk building permit may be revoked at any time if it is determined that the work is not in compliance with applicable codes, regulations, or if the final building permit is denied.
<input type="checkbox"/>	An approved erosion control plan must be obtained prior to applying for an at-risk building permit, and failure to do so may result in the denial or revocation of the at-risk permit at any time.
GENERAL INFORMATION	
*Project Contact:	Application Date:
Email:	Phone:
Property Owner:	
Email:	Phone:
*The name listed as project contact will be the primary contact within the <a href="#">Permit and Development Portal</a> for the submitted project.	
PROJECT INFORMATION	
Project Address:	Suite #:
Business or Tenant Name:	Pin #:
Associated Site Permit Review (SPR) # or Mass Grading Case #:	
<b>Select the primary type of work:</b> <input type="checkbox"/> Foundation Only <input type="checkbox"/> Structural Framing and Roof <input type="checkbox"/> Other _____	
Provide a detailed project description:	
Site Information	Building Information
Zoning District:	Existing Building: sq.ft.
Overlay District:	Proposed New Building: sq.ft.
Total Project: sq.ft.	Total Building: sq.ft.
Maximum Parking: spaces (UDO Sec. 7.1.2 C)	Proposed # of Stories:
Proposed Parking: spaces	<input type="checkbox"/> 2018 NC Code Building <input type="checkbox"/> 2018 Existing NC Building Code
Cost Information	
Total Construction Cost: \$	Total Electrical Cost: \$

**CONTRACTOR INFORMATION**

Contractors or contractor companies must be registered in the [Permit and Development Portal](#) before managing a project, paying fees, or scheduling inspections. See [final review](#) for project approval requirements. Use the [Contractor Addendum Form](#) if contractors are not listed on this application.

**Building**

*Contractor:	NC License #:
Email:	Phone:
Address:	

\*NC law requires appointment of a lien agent for contractors/subcontractors when they are working on a project. Lien Agent appointments are not required for improvements under \$40,000 or to the owner's existing residence, or for public building projects. [www.liensnc.com](http://www.liensnc.com)

**Electrical**

Voltage:  Over 600    600 or less    Low Voltage

Contractor:	Low Voltage Contractor:		
Email:	Email:		
Address:			
NC License #:	Phone:	NC License #:	Phone:

<b>Plumbing (For fuel piping work, fill out Mechanical)</b>	<b>Plumbing Utility</b>
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Contractor:	Contractor:		
Email:	Email:		
Address:			
NC License #:	Phone:	NC License #:	Phone:

**Mechanical**

**Work Includes:**    Appliances    Ducts    Hood    Ventilation  
 Refrigeration    Fuel Piping    VIMS/Radon    Other \_\_\_\_\_

HVAC	Refrigeration
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Contractor:	Contractor:		
Email:	Email:		
Address:			
NC License #:	Phone:	NC License #:	Phone:

Type of Heating:	Hood
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Electrical    Gas    Hot Water    Oil    Other \_\_\_\_\_

Air Condition Size: \_\_\_\_\_ tons

\*If work consists of replacement only, is the A/C unit:

Same type (split or package) as existing?  Yes  No

Same size or smaller than existing?  Yes  No

Located in same location as existing?  Yes  No

\*If the scope of the proposed work consists of replacement of existing mechanical equipment only and the answer to ANY of the above questions is "No" then a tier one site plan is required.

VIMS/Radon	Other: _____
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Contractor:	Contractor:		
Email:	Email:		
Address:			
NC License #:	Phone:	NC License #:	Phone:

**Fire**

Type of System(s):    Emergency Responder Radio Coverage System    Fire Alarm    Manual Standpipe  
 Alternative Fire Extinguishing Systems (i.e., Hoods)    Fire Sprinkler    Private Fire Line  
 Flammable/Combustible Liquids    Hazardous Materials    Other \_\_\_\_\_

Fire Sprinkler	Fire Alarm
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Contractor:	Contractor:		
Email:	Email:		
Address:			
NC License #:	Phone:	NC License #:	Phone:

<b>Fire Suppression</b>		<b>Other:</b> _____	
Contractor:		Contractor:	
Email:		Email:	
Address:		Address:	
NC License #:	Phone:	NC License #:	Phone:
<b>Site/Zoning/Other</b>			
Contractor:		NC License #:	
Email:		Phone:	
Address:			
<b>Grading</b>			
Contractor:			
Email:		Phone:	
Address:			
<b>Right-of-Way</b>			
Type of Work: <input type="checkbox"/> Driveway:	# of driveways	<input type="checkbox"/> Sidewalk:	linear ft.
Contractor:		Permits for work in the right-of-way cannot be issued without bond. Is the Performance Bond and General Liability on file with the City? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email:	Phone:		
Address:			
<b>Utility: Meter</b>			
Contractor:		Meter type: <input type="checkbox"/> Individual	
Email:	Phone:	<input type="checkbox"/> Master Meter	
Address:		<input type="checkbox"/> Irrigation	
Service Type: <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Irrigation		<input type="checkbox"/> Other _____	
<b>Utility: Stub</b>			
Contractor:		NC License #:	
Email:		Phone:	
Address:			
Choose Type	Size	Proposed Stub Location	
		Is this stub in the right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Is this stub in the right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Is this stub in the right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Is this stub in the right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SIGNATURE</b>			
<p>The undersigned applicant hereby authorizes the filing of this application (and any subsequent revisions thereto) and confirms having obtained permission from the property owner/occupant for the application and the City's entry onto the property, if applicable. Additionally, the undersigned authorizes City of Raleigh representatives to conduct inspections or evaluations to ensure compliance with relevant laws and rules.</p> <p>Furthermore, the undersigned certifies that all information provided with this application and any attached documents is true, accurate, and complete to the best of their knowledge and belief. Any false information may result in rejection of the application or revocation of the permit or plan. The undersigned assumes sole responsibility for properly identifying and labeling all property lines and corners and ensuring site accessibility.</p> <p>The undersigned acknowledges that the application and any resulting permits or communications are subject to disclosure under the North Carolina Public Records Act. Moreover, the undersigned confirms the property owner's awareness of the application and pledges adherence to submitted plans and specifications in accordance with the City of Raleigh Unified Development Ordinance. Lastly, pursuant to state law N.C.G.S. 143-755(b1), the undersigned acknowledges that failure to respond to city requests or holding the permit application on hold for six consecutive months or more will result in the cessation of review, requiring a new application under current regulations upon resumption of processing.</p> <p>Additionally, by submitting this application, the undersigned confirms either being the property owner or an authorized party as defined by N.C.G.S. 160D-403(a), certifying the accuracy of the information provided. Acting as an authorized agent requires written permission from the property owner for the purposes of making this development approval and/or permit application. Written permission from the property owner to act as an authorized agent must be made available to the City of Raleigh upon request. False statements may lead to revocation of development approvals under N.C. Gen. Stat. § 160D-403(f).</p>			
<b>Applicant Name:</b>			
<b>Email:</b>		<b>Phone:</b>	
<b>Applicant Signature:</b>		<b>Date:</b>	