



Express Plan Review Application

Development Services Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495

For general questions or to submit this application, please email expresscoordinator@raleighnc.gov.

OFFICE USE ONLY | Transaction #: _____

SELECT EXPRESS REVIEW TYPE

**reviews must meet specific thresholds prior to scheduling*

Mass Grading	New Building*	Alteration	Alteration to Shell
Change of Use	Concurrent*	Building Comments Only*	Administrative Site Review*
Preliminary Site Review*	Interior Completion	Addition	Recorded Map*
Project name:			Date:
Project address:			
Suite number(s):			
Contact name:		Company:	
Phone #:		Mobile #:	
Fax #:		Email:	
Description of the proposed work/special conditions:			
Are you doing any exterior work (site, façade, etc.)?			Yes No
Are you changing the footprint of the building?			Yes No
Are you adding/improving any parkin spaces, driveways, sidewalks, walkways or ramps? If yes, how much is parking increasing:			Yes No

List all design professionals for this project (all must be licensed in North Carolina).

All design professionals, including the project contact person and owner/agent listed below, must attend the Express Review. A * indicates that engineers/designers must be licensed by the state of N.C. for additions, alterations with site work, changes of use, new buildings, or fine grading.

Architectural:	Design Contractor:
Structural:	Owner/Agent:
Electrical:	*Site Engineering:
Plumbing:	*Site Utilities:
Mechanical:	*Land Disturbing:
Fire Suppression:	*Landscaping:
Fire Alarm:	*Truss or PreCast:
Wake Environmental Services:	

OTHER PROJECT INFORMATION

Applicable Code:	2018 NC Building Code	2018 NC Existing Building Code	
Occupancy Class:	Assembly Business	Mercantile Educational	*Storage Other:
<i>*NOTE: Storage occupancy requires MSDS sheets, quantities, and storage height/type (i.e., rack, bin, pile)</i>			
Number of stories:		Overall building square feet:	
Square feet to be reviewed:			
Construction Type:	I-A I-B II-A	II-B III IV-A	IV-B V-A V-B

Permit issuance is not guaranteed. All site and building requirements must be met before permits can be issued.