



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 when seeking a non-residential building permit or zoning permit for development activity associated with townhome, apartment, office and/or commercial uses. Development activity involving a new structure, change of use, addition, fit up, or alteration/repair that qualifies as Tier One Site Plan as referenced in Unified Development Ordinance (UDO) Section 10.2.8 ([as amended](#)) should use this application.

GENERAL INFORMATION		OFFICE USE ONLY	
2018 NC Building Code		Case or Permit #:	
2018 Existing NC Building Code		_____	
		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			
Review Type:	Express Review	Pony Express	Commercial Review
Choose Work Type:			
There are two types of change of use: (1) Change of use according to the building code, which is also referred to as a change in building occupancy, and (2) A zoning change of use based on UDO Chapter 6. If a project is either a change in building occupancy or a change zoning use, the "Change of Use" work type should be selected.			
Accessory Structure Addition Alteration/Repair Change of Use Site Permit Review		Demolition Fit-up Interior Completion Mass Grading Multi-Family New Construction	Stand Alone Tree Conservation Water/Sewer Service Other
Provide a detailed project description:			

Applicant signature:

ADDITIONAL PROJECT INFORMATION

Please fill in all blanks with the appropriate information. Missing information can result in a permit processing delay.

Site Information

Zoning district:		Overlay district:	
Existing use (UDO Ch. 6):		Required parking (UDO Sec. 7.1):	spaces
Proposed use (UDO Ch. 6):		Required parking (UDO Sec. 7.1):	spaces
Will impervious surface change?	Yes No	Existing impervious surface:	sq. feet
Proposed change in impervious:	sq. feet	Proposed total imperious:	sq. feet

Building Information

Existing building:	sq. feet	Is the existing building:	Heated	Unheated
Proposed new building:	sq. feet	Is the proposed new building:	Heated	Unheated
Total building size:	sq. feet	Is the total building:	Heated	Unheated
Existing height:	feet	Proposed height:	feet	Number of stories:
Total construction cost:				

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 tier one site 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 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 this project is subject to residential infill compatibility (UDO Section 2.2.7) a foundation survey may be required. The foundation survey must be available at the time of zoning site inspection. For more information about residential infill, visit the [Residential Infill web page](#).

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 are not sure if your property meets the infill standards, please complete an Infill Verification Request in the [Permit and Development Portal](#). There is a \$45 fee for this request.

Signatures are required for all license holders performing work. Permits will not be issued until all signatures are received. A [Permit Application Signature Addendum](#) is available for signatures not on this application.

BUILDING				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 #	
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	
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	Refrigeration	Fuel Piping
REFRIGERATION				NC License #/Class:	
Address				City/State/Zip	
Phone				Email	
HOOD CONTRACTOR				NC License #/Class:	
Address				City/State/Zip	
Phone				Email	
ZONING					
Contractor			Phone	Email	
Address				City/State/Zip	
Type of Work	Accessory Structure Landscaping	Fence/Wall/Retaining Wall Parking Lot	Site Plan Solid Waste/Recycling	Swimming Pool 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)		

FIRE						
COMMERICAL SPRINKLER CONTRACTOR			NC License #/Class:			
Address			City/State/Zip			
Phone			Email			
FIRE ALARM CONTRACTOR			NC License #/Class:			
Address			City/State/Zip			
Phone			Email			
FIRE SUPPRESSION CONTRACTOR			NC License #/Class:			
Address			City/State/Zip			
Phone			Email			
If hazardous materials are involved please submit a Hazardous Materials Permit Application .						
Type of System	Compressed Gas		Hazardous Materials		Standpipe	
	Fire Pump		Hood		Storage Battery	
	Flammable/Combustible Liquids		Industrial Ovens		Suppression	
	Flammable Spray/Dip		Private Fire Hydrant		Other	
	Fuel Tank		Sprinkler			
SIGNS						
Sign Company		Phone		Email		
Address			City/State/Zip			
Type of Sign	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 Minor Encroachment Application is required.						
NOTE FOR ALL SIGNS: If your sign projects over/is placed on the public right-of-way, please submit a Minor Encroachment Application .						
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 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)	
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			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)		