

Residential Permit Application

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



GENERAL INFORMATION		OFFICE USE ONLY	
NC Building Code 2018		Permit #	
NC Existing Building Code 2018		Technician	
Applicant (print name):		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 Dwelling Unit	Demolition	Single Family	Townhome
Accessory Structure	Manufactured Home	Dwelling/Duplex	Water/Sewer Service
Addition	Stand Alone	Tree Conservation	Other:
Alteration/Repair			
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	
Required parking: _____		Total bldg size (sq. ft.): _____	
Will impervious surface change? Yes No		Heated Unheated	
Existing impervious (sq. ft.): _____		Existing height (ft.): _____	
Proposed change in impervious (sq. ft.): _____		Proposed height (ft.): _____	
Proposed total impervious (sq. 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

ACCESSORY DWELLING UNIT (ADU) INFORMATION

An Accessory Dwelling Unit (ADU) is a self-contained dwelling unit that is located on the same lot as a principal dwelling that meets the regulations identified in UDO Section 2.6.3.D. An ADU may be located above a garage. ADUs may be detached, attached, or internal to the principal dwelling and accessed separately from the principal dwelling. Only residential uses are permitted in ADUs.

If the scope of the proposed work includes an ADU select the option that best describes the type of ADU proposed and include a floor plan with the submission:

- Detached:** Construction of an ADU separate from the principal use
- Attached:** Construction of an ADU as an add-on to the principal use
- Change of use:** Conversion of an existing accessory structure into an ADU
- Alteration:** Conversion of an area within the existing principal use into an ADU

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 Dwelling Unit Accessory Structure	Fence/Wall/Retaining wall Landscaping	Parking Lot Solid Waste/Recycling	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 PERMIT			
<i>This permit is for establishing new water or sewer service at a parcel that has not previously been served.</i>			
	Water	Sewer	Irrigation
1. Is new service being established? For irrigation, indicate if service is a split service.	Yes No	Yes No	Yes No Split
2. Do new taps need to be constructed from the main to the property line? If no new taps are to be constructed, skip #3.	Yes No	Yes No	Yes No Split
3. Who will install the taps? (enter city or contractor)			
4. What size are the new water and sewer services? (Most common water size = 3/4" / Most common sewer size = 4")			

NOTE: The City will not install services where the roadway width is greater than 48' or for new construction. Contractor installed permits require stub permits below and may also require right-of-way permits.

STUB PERMIT			
<i>This permit is for construction for a new connection to a water or sewer main.</i>			
Water Size	Sewer Size	Irrigation Size	
Contractor name:			
Phone:		Email:	
Address:		City/State/Zip:	
Performance bond on file:		NC License #/Classification:	
General Liability on file:			
Is Sewer connection in Easement or Right of Way?	Easement	Right-of-Way	None

PLUMBING UTILITY	
<i>Water and Sewer line from Right-of-Way to Foundation</i>	
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):	