



Residential Permit Application

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

Use this form for residential projects. For further instructions, see [How to Submit a Permit Application](#). Please refer to the [Permit and Development Portal](#) to apply for all other permits. Email projects not available on the portal to downtown@raleighnc.gov.

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 Permit and Development Portal for the submitted project.			
PROJECT INFORMATION			
Project Address:			
Select the primary type of work: ☐ Accessory Structure less than 12 ft. in any dimension ☐ *Change of Use ☐ Changeouts ☐ Single Trade Permits ☐ Retaining Walls ☐ Water/Sewer Service ☐ Other: _____			
Provide a detailed project description:			
*Select Change of Use if you are planning to convert a finished space, unfinished space, or existing detached garage to an Accessory Dwelling Unit (ADU). See ADU Change of Use to determine if your project qualifies.			
SITE INFORMATION			
Does this project qualify as a frequent transit development option? ☐ Yes ☐ No		*Will impervious surface change? ☐ Yes ☐ No	
Overlay District:		Existing Impervious Surface (sq.ft.):	
Need New Water Service? ☐ Yes ☐ No		Proposed Total Impervious Surface (sq.ft.):	
		Total Disturbed Area (sq.ft.):	
*Any material that significantly reduces and prevents natural infiltration of water into the soil. For more information see UDO Article 12.2.i .			
BUILDING INFORMATION			
Renovation Square Feet:		New Square Feet:	
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		Site/Zoning/Other	
*Contractor:		Contractor:	
Email:		Email:	
Address:		Address:	
NC License #:	Phone:	NC License #:	Phone:
*NC law requires the 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, to the owner's existing residence, or for public building projects. For more information, visit www.liensnc.com .			
Electrical		Plumbing Utility	
Voltage: ☐ Over 600 ☐ 600 or less ☐ Low Voltage ☐ Conditional Service		Applicable to water/sewer from right-of-way to foundation	
Contractor:		Contractor:	
Email:		Email:	
Address:		Address:	
NC License #:	Phone:	NC License #:	Phone:

Plumbing (Work such as fuel piping or VIMS/Radon, fill out Other)		Other _____	
Contractor:		Contractor:	
Email:		Email:	
Address:		Address:	
NC License #:	Phone:	NC License #:	Phone:
Mechanical (If multiple contractors have different scopes of work, complete the "Other" field above.)			
Work Includes: ☐ Appliances ☐ Ducts ☐ VIMS/Radon ☐ Fuel Piping ☐ <u>Conditional Service</u> ☐ Other _____			
Type of Heating: ☐ Electrical ☐ Gas ☐ Hot Water ☐ Oil ☐ Other _____		Air Condition Size (tons):	
Contractor:		NC License #:	
Email:		Phone:	
Address:			
Plumbing and Mechanical Changeout Questions			
*If work consists of an A/C unit or water heater replacement only, is either equipment:		*If the scope of the proposed work consists of replacement of existing plumbing or mechanical equipment only and the answer to ANY of the above questions is "No" then a tier one site plan is required.	
The same type as existing? ☐ Yes ☐ No			
The same size or smaller than existing? ☐ Yes ☐ No			
Located in same location as existing? ☐ Yes ☐ No			
Utility: Meter			
This permit is for establishing new water or sewer service at a parcel that has not previously been served. The City will not install services where roadway width is greater than 45' or for new construction. Contractor installed connections require stub permits and may also require <u>right-of-way permits</u> . Complete the <u>stop/start contract</u> for meter service.			
Will this be a city-installed tap? ☐ Yes ☐ No			
Contact:		Meter Type	Meter Size
Email:	Phone:	☐ Individual	☐ ½ inch ☐ 1 inch ☐ Other
Address:		☐ Irrigation	☐ ½ inch ☐ 1 inch ☐ Other
Service Type: ☐ Water ☐ Sewer ☐ Irrigation ☐ Split		☐ Other _____	☐ ½ inch ☐ 1 inch ☐ Other
Utility: Stub			
Contractor:		NC License #:	
Email:		Phone:	
Address:			
Choose Type	Size	Proposed Stub Location	
☐ Water	☐ ¾ inch ☐ 1 inch ☐ Other	Is this stub in the right-of-way? ☐ Yes ☐ No	
☐ Irrigation	☐ ¾ inch ☐ 1 inch ☐ Other	Is this stub in the right-of-way? ☐ Yes ☐ No	
☐ Sewer	☐ 4 inches ☐ Other	Is this stub in the right-of-way? ☐ Yes ☐ No	
SIGNATURE			
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.			
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.			
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.			
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).			
Applicant Name:			
Email:		Phone:	
Applicant Signature:		Date:	