



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 apartments, offices, and commercial uses and Site Permit Review [\[Unified Development Ordinance \(UDO\) Section 10.2.8\]](#). Submit applications by email to commercialbuilding@raleighnc.gov.

GENERAL INFORMATION	
Type of Review Service: ☐ Standard Review ☐ *Pony Review ☐ *Express Review Application Date:	
*Project Contact:	
Email:	Phone:
Property Owner:	
Email:	Phone:
*Pony and Express Review apply to certain types of projects and require additional fees. See Commercial Pony Express Review or Express Review for details.	
*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:	Suite #:
Business or Tenant Name:	
Associated Site Permit Review (SPR) # if applicable:	Pin #:
Select the primary type of work:	
☐ Accessory Structure ☐ *Change of Use ☐ Mass Grading Only ☐ Shell Building ☐ Other _____	
☐ Addition ☐ Demolition ☐ New Building ☐ Single Trade Permit	
☐ Alteration/Repair ☐ *Fit-up Interior Completion ☐ Retaining Wall ☐ Site Permit Review	
Provide a detailed project description:	
*Change of use should be selected if a project is a change of building occupancy or change of zoning use based on Unified Development Ordinance (UDO) Chapter 6. See Change of Use to determine if your project qualifies.	
*Fit-up interior completion should be selected when the project is a first-generation building (or built within the last 7 years). See Commercial Alteration or Repair for additional details.	
Additional Information	
Does this project qualify as a frequent transit development option? ☐ Yes ☐ No	
Does this project involve Wake County Environmental Health? ☐ Yes ☐ No	
If yes, provide the HSIPOP #: _____	
List the property's current use(s) and proposed use(s) according to UDO chapter 6 .	Current Use:
	Proposed Use:
Site Information	Building Information
Zoning District:	Existing Building (sq. ft.):
Overlay District:	Renovation Area (sq. ft.):
Total Project (sq. ft.):	Proposed New Construction (sq. ft.):
Maximum Parking Spaces (Sec. 7.1.2 C):	Total Building Area (sq. ft.):
Proposed Parking Spaces:	Proposed # of Stories:

Stormwater Information	
Limits of Disturbance (ac): _____ Stormwater Compliance Type ☐ Full Stormwater Requirements 9.2.2.B-H ☐ Exempt Property Requirements 9.2.2.A ☐ Exempt – No Increase in Impervious	Stormwater Calculations Previously Submitted? ☐ Yes, at Preliminary Subdivision ☐ Yes, at Administrative Site Review ☐ No ☐ N/A
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			
Electrical			
Voltage: ☐ Over 600 ☐ 600 or less ☐ Low Voltage ☐ Conditional Service			
Contractor:		Low Voltage Contractor:	
Email:		Email:	
Address:		Address:	
NC License #:	Phone:	NC License #:	Phone:
Plumbing (For fuel piping work, fill out Mechanical)		Plumbing Utility	
Contractor:		Contractor:	
Email:		Email:	
Address:		Address:	
NC License #:	Phone:	NC License #:	Phone:
Mechanical			
Work Includes: ☐ Appliances ☐ Ducts ☐ Hood ☐ Ventilation ☐ Conditional Service ☐ Refrigeration ☐ Fuel Piping ☐ VIMS/Radon ☐ Other _____			
HVAC		Refrigeration	
Contractor:		Contractor:	
Email:		Email:	
Address:		Address:	
NC License #:	Phone:	NC License #:	Phone:
Type of Heating: ☐ Electrical ☐ Gas ☐ Hot Water ☐ Oil ☐ Other _____		Hood	
Air Condition Size (tons):		Contractor:	
*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.		Email:	
		Address:	
		NC License #:	
		Phone:	
VIMS/Radon		Fuel Piping	
Contractor:		Contractor:	
Email:		Email:	
Address:		Address:	
NC License #:	Phone:	NC License #:	Phone:
		Other: _____	

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	
Contractor:		Contractor:	
Email:		Email:	
Address:		Address:	
NC License #:	Phone:	NC License #:	Phone:
Fire Suppression		Other: _____	
Contractor:		Contractor:	
Email:		Email:	
Address:		Address:	
NC License #:	Phone:	NC License #:	Phone:
Site/Zoning/Other			
Type of Work: ☐ Landscaping ☐ Parking Lot ☐ Swimming Pool ☐ Solid Waste/Recycling ☐ Other _____			
Contractor:		NC License #:	
Email:		Phone:	
Address:			
Grading			
Contractor:			
Email:		Phone:	
Address:			
Right-of-Way			
Type of Work: ☐ Driveway:		# of driveways	☐ 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? ☐ Yes ☐ No	
Email:	Phone:		
Address:			
Utility: Meter			
Contractor:		Meter type: ☐ Individual	Select size in drop-down
Email:	Phone:	☐ Master Meter	Select size in drop-down
Address:		☐ Irrigation	Select size in drop-down
Service Type: ☐ Water ☐ Sewer ☐ Irrigation		☐ Other _____	Select size in drop-down
Utility: Stub			
Contractor:		NC License #:	
Email:		Phone:	
Address:			
Choose Type	Size	Proposed Stub Location	
Select type in drop-down	Select size in drop-down	Is this stub in the right-of-way? ☐ Yes ☐ No	
Select type in drop-down	Select size in drop-down	Is this stub in the right-of-way? ☐ Yes ☐ No	
Select type in drop-down	Select size in drop-down	Is this stub in the right-of-way? ☐ Yes ☐ No	
Select type in drop-down	Select size in drop-down	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: