



# LAND USE PERMIT APPLICATION

Submit required documentation to:  
Wake County Planning Department/Current Planning Section  
PO Box 550 Wake County Office Building  
Raleigh, NC 27602-0550 336 Fayetteville Street Mall, Downtown Raleigh  
Contact Current Planning at (919) 856-6335 for additional information.

File #  
Fee  
Amt Paid  
Check #  
Rec'd Date  
Rec'd By

PERMIT # \_\_\_\_\_ D# \_\_\_\_\_ USE CODE # \_\_\_\_\_

This application is for:    \_\_\_ Family Care Home    \_\_\_ Therapeutic Foster Care    \_\_\_ Other  
   \_\_\_ ABC Permit    \_\_\_ In-Home Day Care

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Gross Sq. Ft.: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_ # of Residents: \_\_\_\_\_

Contains Food and Lodging? \_\_\_\_\_ Contains Multiple Tenants? \_\_\_\_\_

**For Small In-Home Day Care:** # of Children: \_\_\_\_\_ Ages: \_\_\_\_\_  
Hours of Operation: \_\_\_\_\_

Owner or Agent's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Directions to Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*Note:** Additional permits may be required, depending on outcome of initial building inspection. A Traffic Impact Analysis may be required as well as well and septic verification.

### Staff Use Only

Jurisdiction: \_\_\_\_\_ Type of Use: \_\_\_\_\_ Site Plan Submitted? Yes \_\_\_ No \_\_\_

PIN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zoning: \_\_\_\_\_ BM: \_\_\_\_\_ Page: \_\_\_\_\_

Acres: \_\_\_\_\_ Census: \_\_\_\_\_ - \_\_\_\_\_ Flood Certification: Yes \_\_\_ No \_\_\_

Water Supply: Public \_\_\_ Private \_\_\_ Waste Water: Public \_\_\_ Private \_\_\_ Provider: \_\_\_\_\_

Conditions of Permit: \_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## Submittal Checklist

### Family Care Home (401F)

- Permit obtained through zoning office
- Limited to 6 persons
- Applicant must submit completed Land Use Permit form with site plan
- Attach copy of completed Application from Division of Facility Services for use requested.
- Site plan is to show parking - 1.5 spaces for each bedroom. Parking is to be by forward motion in and out of site. How is this proposed use a public necessity? What is impact on surrounding neighborhood and adjacent properties?
- Provide documentation that no other family care homes are within a ½ mile radius.
- Floor plan required indicating portion of house utilized.
- \$50.00 for land use and \$46.00 for building code compliance for proposed use
- \$200.00 for septic/well verification and \$46.00 for property description
- **Total = \$342.00** permit - no construction allowed under this permit.
- May require additional permits for building code compliance as determined by building inspector and/or fire marshal.

### Small Day Care (401D)

- Permit obtained through zoning office
- Applicant must submit completed Land Use Permit form with site plan
- Attach copy of completed Application from Division of Facility Services for use requested.
- Must be an accessory use of residential house. (*Any day care not part of SF residence requires SUP.*)
- How is this proposed use a public necessity? What is impact on surrounding neighborhood and adjacent properties?
- \$50.00 for land use and \$46.00 for building code compliance for proposed use
- \$200.00 for septic/well verification and \$46.00 for property description
- **Total = \$342.00** permit - no construction allowed under this permit.
- May require additional permits for building code compliance as determined by building inspector and/or fire marshal.

### ABC Permit (901C)

- Applicant is to provide Green ATF form with the completed Land Use Permit application.
- Planning staff will verify that the use is properly permitted and established. If not established, an ABC permit will not be issued until a general use permit is obtained.
- \$50.00 for land use and \$46.00 for building code compliance for proposed use
- \$200.00 for septic/well verification and \$46.00 for property description
- **Total = \$342.00** permit - no construction allowed under this permit.
- May require additional permits for building code compliance as determined by building inspector and/or fire marshal.

**Land Use Permit only. No construction allowed under this permit. Additional permits may be required, depending on outcome of initial building inspection.**

Notes: All documents and maps submitted as required become the property of Wake County. The Wake County Unified Development Ordinance can be found at [www.wakegov.com](http://www.wakegov.com).