



**WAKE COUNTY COMMUNITY SERVICES**  
**INSPECTIONS/DEVELOPMENT PLANS/PERMITS**  
 Suite 101 Waverly Akins Office Building  
 PO Box 550, Raleigh, NC 27602  
 Phone: 856-6060 Fax: 856-6229

**APPLICATION FOR COMMERCIAL PERMIT**

<b>Permit #</b>		<b>D #</b>	
<b>Applicant's Name:</b>		<b>Date:</b>	<b>Phone #:</b>
<b>Owners Name:</b>		<b>Address:</b>	
<b>Project address:</b>		<b>Jurisdiction:</b>	
<b>Existing use:</b>	<b>Proposed Use:</b>	<b>Type of Work</b> _____	
<b>Contains Food and Lodging?</b> <input type="checkbox"/>	<b>Contains Multiple Tenants?</b> <input type="checkbox"/>	<b>Mixed Occupancy?</b> <input type="checkbox"/>	<b>Located In Fire District?</b> <input type="checkbox"/>
<b>Protected?</b> <input type="checkbox"/>	<b>Sprinkled?</b> <input type="checkbox"/>	<b>Work:</b> _____	<b>Occupancy Type?</b> _____
<b>Square Ftg:</b>	<b>Number of stories:</b>	<b>Percentage of Area Modification:</b>	<b>Construction Pole Required:</b> <input type="checkbox"/>

<b>General Contractor:</b>		<b>License #:</b>
<b>Street Address:</b>	<b>City/State:</b>	<b>Zip:</b>
<b>E-mail address:</b>	<b>Phone #:</b>	<b>Fax:</b>
<b>Primary contact:</b>		<b>Phone #:</b>
<b>Electrical Contractor:</b>		<b>License #:</b>
<b>Street Address:</b>	<b>City/State:</b>	<b>Zip:</b>
<b>Heating Contractor:</b>		<b>License #:</b>
<b>Street Address:</b>	<b>City/State:</b>	<b>Zip:</b>
<b>Plumbing Contractor:</b>		<b>License#:</b>
<b>Street Address:</b>	<b>City/State:</b>	<b>Zip:</b>
<b>Sprinkler Contractor:</b>		<b>License #:</b>
<b>Street Address:</b>	<b>City/State:</b>	<b>Zip:</b>
<b>Applicants Signature:</b>		<b>Date:</b>
<b>Directions:</b>		

Trade	Contract Cost	Fee**	Trade	Contract Cost	Fee**
Electrical			Fire Suppression		
Heating			Alarm		
Plumbing					
Building *					
Sprinkler			<b>TOTAL</b>		

\* Building Cost = Total cost of project less cost of subcontract costs listed above.  
 \*\* Areas for office use only

**For Office Use Only – Do not Complete \*\***

**PIN #/Map & Parcel** \_\_\_\_\_ **Zoning:** \_\_\_\_\_ **BM** \_\_\_\_\_ **Page** \_\_\_\_\_

**Acres:** \_\_\_\_\_ **Census:** \_\_\_\_\_ **Flood Certification Required**  **Approved by:** \_\_\_\_\_

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

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

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



## SIGN PERMIT SUBMITTAL REQUIREMENTS

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.

1. Check to make sure property is in Wake County's jurisdiction.
2. Provide 4 copies of a site plan on minimum 8½ x 11 paper with the following required information:
  - a) Vicinity (location) map
  - b) Scale of site plan
  - c) Date of first submission
  - d) Zoning district
  - e) Name and location of proposed development
  - f) Tax Map and parcel or PIN number
  - g) Street address (call 856-6210 if this is a new development without a street address)
  - h) Sign location
  - i) Right-of-way (width and location)
  - j) Show all other structures on property
  - k) What is the impact on surrounding neighborhood(s) and adjacent properties?
3. Provide three copies of construction plans, elevation, and wording (sign message) on minimum 8½ x 11 paper.
4. Submit a completed **Commercial Permit Application**.
5. Provide the following note on site plan:

**No sign may be located in or overhang any public right-of-way except as permitted and erected by the NC Dept. of Transportation. No sign may be located in such a manner as to create a visual obstruction for traffic or otherwise create a traffic hazard.**
6. On site plan, identify all signs - indicate the type, size and location.
7. Check to make sure that use of property has been properly permitted (complies with zoning).
8. For additional information you may call (919) 856-6335 or reference the Wake County Unified Development Ordinance, Article 18.
9. Check for \$50.00 land use fee due at submittal, made out to "Wake County".

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).