



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

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

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

Trade	Contract Cost	Fee**	Trade	Contract Cost	Fee**
Electrical					
Heating					
Plumbing					
Building *					
Sprinkler					

* 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: _____

Conditions of Land Use: _____

Conditions of Permit: _____

Approved by: _____ **Date:** _____

WAKE COUNTY
Inspections/Development Plans/Permits
AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE
NORTH CAROLINA GENERAL STATUTES 87 AND 97

The undersigned applicant for Building Permit Number _____ being the
 Unlicensed Contractor Owner Officer/Agent of Contractor or Owner
License Number _____

Do hereby aver under penalties of perjury that the person(s), firm(s), or corporation(s)
performing the work set forth in the permit:

has/have three (3) or more employees and have obtained workers' compensation insurance to
cover them.

has/have one or more subcontractor(s) and have obtained workers' compensation insurance
covering them.

has/have one or more subcontractor(s) who has/have no employees and has waived in writing
their right to coverage by their contractor or, if required, have their own policy of workmen's
compensation covering themselves,

has/have not more than two (2) employees and no subcontractors,

has/have applied for permit where the project cost is under \$30,000 and I am therefore exempt
from Licensed General Contractor requirements specified by G.S. 87-14,

has/have applied for permit under owner exception to the licensing requirements by
mandating occupancy of the premise for 12 months following completion of the project,

while working on the project for which this permit is sought. It is understood that the Wake
County Inspections/Development Plans/Permits Division may require certificates of coverage
and/or waivers of workers' compensation coverage prior to issuance of the permit.

Signature to be witnessed by the Plan Review Official or Notarized.

This document must be signed by the owner of the proprietorship, partner in the partnership,
officer of the corporation, or manager of the Limited License Corporation appearing as the
contractor on the building permit.

Firm Name: _____

By: _____

Title: _____

Signature: _____ Date: _____

Sworn to and subscribed before me this _____ day of _____, 20_____

Official Seal
Notary Public

Signature of Notary

My commission expires _____, 20_____.

Plan Reviewers Initials: _____



ENVIRONMENTAL SERVICES IMPROVEMENT PERMIT APPLICATION

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

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

Section 1: Complete the following information:

Applicant (if different than owner)	Street Address	City, State	Zip Code	Phone Number - Day	Fax
Owner	Street Address	City, State	Zip Code	Phone Number - Day	Fax

Section 2: Complete the following questions as accurately as possible. After completing this section, return this form and your site plan to the zoning officer for approval.

TYPE OF FACILITY:

() Single Family Dwelling () Mobile Home () Multi-Family Dwelling () Business
 # Bedrooms _____ # Bedrooms _____ # Units _____ # Employees per day _____
 # Other rooms w/ closets _____ # Other rooms w/ closets _____ # Bedrooms per unit _____ Type of business _____
 Wastewater – check one:
 () Domestic () Industrial

() Other – please specify _____
 () Existing Structure () Renovation () Addition () Basement

Garbage Disposal – check one: () Yes () No Water Supply Source – check one: () Private () Public () Share Well () Community

I certify that all of the statements made in this application and on any attached documents are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that false information may be grounds for rejection of this application. **Authorized Environmental Services representatives are granted right of entry to make evaluations or inspections and to release information upon public request.**

Signature of Owner or Authorized Agent

Date

Section 3: Zoning Data The following information will be filled out by Planning, Development and Inspections Staff.

PROPERTY DESCRIPTION: () Recorded Lot () Unrecorded Lot
WASTEWATER: () Individual () Community () Public

Signature of Current Planning Staff

Date

APPLICATION FOR:
 () Improvements Permit () Grading Permit () Special Use () Subdivision Approval
 () Other – please specify _____

Proposed Use – please specify _____ Tax Map _____ Parcel _____

Township Jurisdiction Zoning PIN Acres

Subdivision Lot # Section # Site Address/Location Flood Plain: () Yes () No

The proposed land use is not permitted in the zoning district noted. If permitted, the following minimum zoning requirements must be met, unless the Environmental Services Department requires more land area or other qualifications.

Lot area: _____ sq. ft. Front Yard: _____ ft. Corner Yard: _____ ft.
 Lot width: _____ sq. ft. Side Yard: _____ ft. Rear Yard: _____ ft.

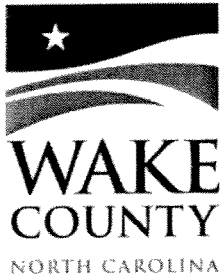
Other Town Requirements: () Building Permit () Special Use Permit () Other _____

Signature of Planning, Development, and Inspections Staff

Date

Directions: Write directions to property on back of form.

Notes: All documents and maps submitted as required become the property of Wake County.
 The Wake County Subdivision and Zoning Ordinances are on the web at www.wakegov.com.



GENERAL USE PERMIT ZONING SITE PLAN CHECKLIST

File No. _____
(Rev. # _____)

Submit this form and other required documentation to:
 Wake County Planning, Development and Inspections
 PO Box 550 Wake County Office Building
 Raleigh, NC 27602-0550 336 Fayetteville Street Mall, Downtown Raleigh

Contact (919) 856-6335 for additional information.

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.

For each listed item, check (√) if provided or write "n/a" if the feature does not exist, or is not proposed.			Staff use only
√ or n/a		APPLICABLE SUBMITTAL REQUIREMENT	√ or n/a
	1	Investigative tax maps to determine zoning and if Board of Adjustment case approved or pending; if Board of Adjustment case, compare actual versus B.O.A. minutes, identify proposed use	
	2	If a special use approval is required, investigate consistency with the Wake County Land Use Plan	
	3	The following is required to be shown on the site plan:	
	a	Vicinity (location) map, indicate nearest cross street(s)	
	b	Scale of plan	
	c	Date of first submission	
	d	Name and location of proposed development	
	e	Proposed location and type of water supply (well, community water, public eater, etc.)	
	f	Proposed location and type of waste disposal (septic tank, package plant, public sewer, etc)	
	g	Proposed driveway locations (driveway entrance permits form NC Division of Highways)	
	h	Tax map and parcel or PIN number	
	i	Investigate soil types on the site; if flood hazard soils exist, show the soils on the site plan; show wetlands on site	
	j	Amount of graded or disturbed area in square feet	
	k	Street address (call 856-6210)	
	l	Minimum lot area for zoning district and applicable side yards	
	m	Zoning district	
	4	Show all other structures on the property	
	5	Provide buffer yards as per Article 16 of the Unified Development Ordinance	
	a	Identify and note on site plan the zoning district and use of adjacent properties, including property across the road	
	b	If use is vacant, assume maximum yield given current zoning	
	c	Provide FAR (Floor Area Ratio); show calculations	
	d	Provide intensity of existing use: commercial/industrial = square footage divided by site acreage; residential = dwelling unit per acre	
	e	Provide intensity of proposed use	
	f	Show detailed landscaping on plan – identify type of screening (type)	
	g	Provide the following notes on the plan: <ul style="list-style-type: none"> • Final zoning and site improvement inspection shall be required to verify site plan compliance be done before a Certificate of Compliance is issued by Wake County Building Inspections • Deteriorated or dead screening shall be repaired or replaced within six months • No permanent construction can occur within buffer yards • Septic tanks, septic drain lines are prohibited in required bufferyards. stormwater retention and detention facilities, storage tanks for any purpose, utility substations, and buildings housing utility substations and buildings housing utility commodities or equipment are also prohibited in required bufferyards. 	
	6	Provide compliance with stream buffers as per Article 11 of the Unified Development Ordinance	
	7	Show existing easements	
	8	Provide parking as per Article 15 of the Unified Development Ordinance	

	a	Indicate the number of spaces required, and the number of spaces provided. Parking Space and travelway design standards, as well as number of spaces required, can be found under Article 15 of the Unified Development Ordinance.	
	b	Provide for delivery areas as needed as per Article 15 of the Unified Development Ordinance	
	c	Provide screening and planting as per Article 16 of the Unified Development Ordinance	
	9	Indicate percent of impervious coverage (existing and proposed) on site; show calculations and identify areas	
	10	Identify all signs – type, size and location (separate sign permit required)	
	11	Provide projected traffic generations and types of vehicles	
	12	Indicate number of employees and hours of operation including days of the week	
	13	Indicate height and size of all new or existing structures	
	14	If applicable, provide "limits of site plan"; these limits may ultimately be a survey line for a future subdivision or the parcel, the use within the site plan limits must be self-sufficient relative to zoning regulations. Likewise, residual acreage must comply with applicable zoning regulations. Show any proposed long range or phased development plans.	
	15	Detail the proposed use as much as possible. For example: type of office or enterprise and type of materials to be warehoused must be indicated. How is this proposed use a public necessity? What is impact on surrounding neighborhood and adjacent properties?	
	16	Provide five (5) copies of site plan on 24" x 36"; six (6) copies if there is a septic tank	
	17	Provide three (3) copies of construction plans for building plans review	
	18	Provide check in the amount of \$800.00 payable to Wake County for General Use Review, \$100.00 for minor alteration/addition	
	19	Provide check in the amount of \$246.00 (existing septic system) or \$446.00 (new septic system), \$446.00 (new well), these fees include a \$46.00 (administrative fee) payable to Wake County	
<p>Notes: All documents and maps submitted as required become the property of Wake County. All application fees are non-refundable. The Wake County Unified Development Ordinance is on the web at www.wakegov.com.</p>			