



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/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:** _____



GENERAL USE PERMIT ZONING SITE PLAN CHECKLIST

File No. _____
(Rev. # _____)

Submit this form and other required documentation to:
 Wake County Planning Department /Division of Zoning Administration
 PO Box 550 Wake County Office Building
 Raleigh, NC 27602-0550 336 Fayetteville Street Mall, Downtown Raleigh

Contact Zoning Administration at (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>			