

Date Received Phone Contact for Permitting ()

Owner's Name Owner Phone Number

Owner's Address Owner Phone Number

Fee Simple Titleholder Name Owner Phone Number

Fee Simple Titleholder Address

JOB ADDRESS LOT #

SUBDIVISION PARCEL ID#

(OBTAINED FROM PROPERTY TAX NOTICE)

WORK PROPOSED NEW CONSTR ADD/ALT SIGN DEMOLISH
 INSTALL REPAIR

PROPOSED USE SFR COMM OTHER

TYPE OF CONSTRUCTION BLOCK FRAME STEEL

DESCRIPTION OF WORK

BUILDING SIZE SQ FOOTAGE HEIGHT

BUILDING \$ VALUATION OF TOTAL CONSTRUCTION

ELECTRICAL \$ AMP SERVICE PROGRESS ENERGY W.R.E.C.

PLUMBING \$

MECHANICAL \$ VALUATION OF MECHANICAL INSTALLATION

GAS ROOFING SPECIALTY OTHER

FINISHED FLOOR ELEVATIONS FLOOD ZONE AREA YES NO

BUILDER SIGNATURE	<input type="text"/>	COMPANY REGISTERED	<input type="text"/>	<input type="checkbox"/> Y / <input type="checkbox"/> N	FEE CURREN	<input type="checkbox"/> Y / <input type="checkbox"/> N
Address	<input type="text"/>		License #	<input type="text"/>		
ELECTRICIAN SIGNATURE	<input type="text"/>	COMPANY REGISTERED	<input type="text"/>	<input type="checkbox"/> Y / <input type="checkbox"/> N	FEE CURREN	<input type="checkbox"/> Y / <input type="checkbox"/> N
Address	<input type="text"/>		License #	<input type="text"/>		
PLUMBER SIGNATURE	<input type="text"/>	COMPANY REGISTERED	<input type="text"/>	<input type="checkbox"/> Y / <input type="checkbox"/> N	FEE CURREN	<input type="checkbox"/> Y / <input type="checkbox"/> N
Address	<input type="text"/>		License #	<input type="text"/>		
MECHANICAL SIGNATURE	<input type="text"/>	COMPANY REGISTERED	<input type="text"/>	<input type="checkbox"/> Y / <input type="checkbox"/> N	FEE CURREN	<input type="checkbox"/> Y / <input type="checkbox"/> N
Address	<input type="text"/>		License #	<input type="text"/>		
OTHER SIGNATURE	<input type="text"/>	COMPANY REGISTERED	<input type="text"/>	<input type="checkbox"/> Y / <input type="checkbox"/> N	FEE CURREN	<input type="checkbox"/> Y / <input type="checkbox"/> N
Address	<input type="text"/>		License #	<input type="text"/>		

RESIDENTIAL Attach (2) Plot Plans; (2) sets of Building Plans; (1) set of Energy Forms; R-O-W Permit for new construction, Minimum ten (10) working days after submittal date. Required onsite, Construction Plans, Stormwater Plans w/ Silt Fence installed, Sanitary Facilities & 1 dumpster; Site Work Permit for subdivisions/large projects

COMMERCIAL Attach (2) complete sets of Building Plans plus a Life Safety Page; (1) set of Energy Forms. R-O-W Permit for new construction. Minimum ten (10) working days after submittal date. Required onsite, Construction Plans, Stormwater Plans w/ Silt Fence installed, Sanitary Facilities & 1 dumpster. Site Work Permit for all new projects. All commercial requirements must meet compliance

SIGN PERMIT Attach (2) sets of Engineered Plans.
 ****PROPERTY SURVEY required for all NEW construction.

Directions:
 Fill out application completely.
 Owner & Contractor sign back of application, notarized
If over \$2500, a Notice of Commencement is required. (A/C upgrades over \$7500)

** Agent (for the contractor) or Power of Attorney (for the owner) would be someone with notarized letter from owner authorizing same

OVER THE COUNTER PERMITTING (copy of contract required)
 Reroofs if shingles Sewers Service Upgrades A/C Fences (Plot/Survey/Footage)

Driveways-Not over Counter if on public roadways..needs ROW

