

# PERMIT APPLICATION INFORMATION SHEET

The following information is required on all permit applications. Additional information may be included to ensure that all state and local laws are complied with. This information may be arranged in any order and the following outline is only the minimum information required.

City/County Name \_\_\_\_\_

Inspection Department \_\_\_\_\_

Permit Application \_\_\_\_\_

Applicant Name \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

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

Total Project Cost \_\_\_\_\_ Electrical Cost \_\_\_\_\_

Subdivision \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_

Developer \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Project Contact \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Description of Proposed Work \_\_\_\_\_

Type of Building:    \_\_\_New                    \_\_\_Existing                    \_\_\_Addition                    \_\_\_N/A

Type of Construction:    \_\_\_IA    \_\_\_IB            \_\_\_IIA    \_\_\_IIB            \_\_\_IIIA    \_\_\_IIIB    \_\_\_IV    \_\_\_VA    \_\_\_VB

Occupancy:            \_\_\_A-1    \_\_\_A-2    \_\_\_A-3    \_\_\_A-4    \_\_\_A-5    \_\_\_B    \_\_\_E    \_\_\_F-1    \_\_\_F-2  
                               \_\_\_H-1    \_\_\_H-2    \_\_\_H-3    \_\_\_H-4    \_\_\_H-5    \_\_\_I-1    \_\_\_I-2    \_\_\_I-3    \_\_\_I-4  
                               \_\_\_M    \_\_\_R-1    \_\_\_R-2    \_\_\_R-3    \_\_\_R-4    \_\_\_S-1    \_\_\_S-2    \_\_\_U

Equipment:            \_\_\_New    \_\_\_Existing                    \_\_\_Addition                    \_\_\_N/A

Property Use:            \_\_\_Single Family            \_\_\_Two Family                    \_\_\_Townhouse  
                               \_\_\_Apartment                    \_\_\_Condominium  
                               \_\_\_Other (Library, Office, Etc.)

Building Area:            Total Area (sf) \_\_\_\_\_                    Area per floor (sf) \_\_\_\_\_

Building Height:            Feet \_\_\_\_\_                    # of Stories \_\_\_\_\_

**State Agency Approvals:**

NC Department of Insurance    \_\_\_Yes    \_\_\_No    \_\_\_N/A  
   Plan Approval \_\_\_\_\_ # of Sheets \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_  
   Specifications \_\_\_\_\_ # of Sheets \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_  
 NC Department of Labor        \_\_\_Yes    \_\_\_No    \_\_\_N/A  
   Elevators \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_                    Boilers \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

**Utilities Approvals:**

Water:    \_\_\_Public    \_\_\_Private    \_\_\_Private Health Dept. Permit # \_\_\_\_\_  
 Sewer:    \_\_\_Public    \_\_\_Private    \_\_\_Private Health Dept. Permit # \_\_\_\_\_

Place X and complete additional information for each permit type needed.

     **General Construction Permit**

Contractor Name \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
License # \_\_\_\_\_ Classification \_\_\_\_\_  
Design Professional \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_  
     Architect                 Engineer            NC Reg. # \_\_\_\_\_  
     Owner                     Other  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

     **Electrical Permit**

Contractor Name \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
License # \_\_\_\_\_ Classification \_\_\_\_\_  
Design Professional \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_  
     Architect                 Engineer            NC Reg. # \_\_\_\_\_  
     Owner                     Other  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

     **Mechanical Permit**

Contractor Name \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
License # \_\_\_\_\_ Classification \_\_\_\_\_  
Design Professional \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_  
     Architect                 Engineer            NC Reg. # \_\_\_\_\_  
     Owner                     Other  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

     **Plumbing Permit**

Contractor Name \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
License # \_\_\_\_\_ Classification \_\_\_\_\_  
Design Professional \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_  
     Architect                 Engineer            NC Reg. # \_\_\_\_\_  
     Owner                     Other  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

     **Sprinkler Protection Permit**

Contractor Name \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
License # \_\_\_\_\_ Classification \_\_\_\_\_  
Design Professional \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_  
     Architect                 Engineer            NC Reg. # \_\_\_\_\_  
     Owner                     Owner  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Place X and complete additional information for each permit type needed.

**\_\_\_ Fire Alarm System Permit**

Contractor Name \_\_\_\_\_ Phone # ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
License # \_\_\_\_\_ Classification \_\_\_\_\_  
Design Professional \_\_\_\_\_ Phone # ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ E-Mail \_\_\_\_\_  
\_\_\_ Architect \_\_\_ Engineer NC Reg. # \_\_\_\_\_  
\_\_\_ Owner \_\_\_ Other  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**\_\_\_ Sign Permit**

Location of Sign \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_ Off Premises Sign \_\_\_ Wall Sign \_\_\_ Ground Sign \_\_\_ Awning Sign  
\_\_\_ Projection Sign \_\_\_ Special Event Sign \_\_\_ Other  
Sign/Business Owner \_\_\_\_\_ Phone # ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Contractor Name \_\_\_\_\_ Phone # ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**\_\_\_ Accessory Structures Permit**

\_\_\_ Accessory Building \_\_\_ Size \_\_\_\_\_ Sq. ft.  
\_\_\_ Solid Fence \_\_\_ Dish Antenna \_\_\_ Swimming Pool \_\_\_ Other

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

Owner/Agent Signature \_\_\_\_\_

