



## **Check List for Commerical Building Permit Applicants**

1. Three (3) complete sets of building plans for the project. The plans are required to be *wet sealed* by a North Carolina licensed professional.
2. A completed *Job Information Form*. It is required to list all contractors and sub-contractors for the job on the *Job Information Form*.
3. All contractors and subs must sign the permit which we will issue from the Inspections office or have on file signature approval for the General Contractor to sign for each sub-contractor.

**A minimum 24-hour advanced notice is required to schedule all inspections**