

## Checklist

### REQUIRED APPLICATION MATERIALS:

Completed Commercial Building Permit Application

Building plans: Upload to SmartGov (1) complete set which must be wet sealed by a NC licensed professional

Site plans: three (3) copies that include scaled dimensions, total lot area and flood plain designation

Architectural Compliance approval letter if new construction, addition or exterior alteration

North Carolina Landscape Contractor's License: one (1) copy

Approved Construction on Town Right of Way form or NCDOT Permit (Cory Albers (910) 692-1983)

Approved Soil Erosion and Sedimentation Control Plans (Jay Hough (910) 692-1983)

Approved Installation of Water/Sewer Service Permit Application (Ron Istre (910) 692-1983)

Certificate of Appropriateness if the property is located within the Historic District

### APPROVAL PROCESS:

1. **Staff review:** Staff will review the submittal and notify the applicant if additional information or documentation is needed.
2. **Permit fees** will be determined by a building inspector upon review of the application, site plan and building plans.
3. **Issuance of Building Permit:** The applicant will be notified once the Building Permit is ready to be issued. The permit must be picked up and the permit fees paid in person. Cash, check and credit card payments are accepted.

**INSPECTIONS MUST BE SCHEDULED AT LEAST 24 HOURS IN ADVANCE BY CALLING (910) 692-4003. WE DO NOT SCHEDULE INSPECTIONS VIA VOICEMAIL**

BUILDING PERMITS & INSPECTIONS  
COMMUNITY DEVELOPMENT DEPARTMENT  
TOWN OF SOUTHERN PINES  
801 SE SERVICE RD  
SOUTHERN PINES, NORTH CAROLINA 28387  
(910) 692-4003  
[www.southernpines.net](http://www.southernpines.net)

**Project Information:**

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ PIN: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ Project Type: New: \_\_\_ Alteration: \_\_\_

Addition: \_\_\_ Demolition: \_\_\_ Relocation: \_\_\_S

Type of Construction: Wood Frame: \_\_\_ Masonry: \_\_\_ Other: \_\_\_

Proposed Use: \_\_\_\_\_ Estimated Cost of Construction: \$ \_\_\_\_\_

**Contractor (exactly as name appears on license):**

Company Name: \_\_\_\_\_ License No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

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**Subcontractors (exactly as name appears on license):**

Electrical: \_\_\_\_\_ License #: \_\_\_\_\_ Phone: \_\_\_\_\_

Plumbing: \_\_\_\_\_ License #: \_\_\_\_\_ Phone: \_\_\_\_\_

Heating/Air: \_\_\_\_\_ License#: \_\_\_\_\_ Phone: \_\_\_\_\_

Insulation: \_\_\_\_\_ Phone: \_\_\_\_\_

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**This section must be completed for all commercial building permit applications, including new construction, additions and alterations.**

Total heated area: \_\_\_\_\_ sq. ft.

Total area under roof: \_\_\_\_\_ sq. ft.

Total area (including garage, decks, porches, etc.): \_\_\_\_\_ sq. ft.

Total tonnage of all HVAC: \_\_\_\_\_

Total number of HVAC units: \_\_\_\_\_

Electrical service size: \_\_\_\_\_

Temporary pole: yes: \_\_ no: \_\_

Number of commercial kitchen hoods: \_\_\_\_\_

Total number of plumbing fixtures, including, but not limited to, hot water heaters, floor drains, hub drains, water closets, lavatories, hand sinks, etc.: \_\_\_\_\_

Gas piping: yes: no: \_\_ #of units: \_\_\_\_\_ natural gas: \_\_ propane: \_\_

Fire sprinklers: yes: \_\_ no: \_\_ If yes, total number of heads: \_\_\_\_\_

Fire alarm system: yes: \_\_ no: \_\_

Will demolition work be performed: yes: \_\_ no: \_\_

Miscellaneous items including, but not limited to, generators and transformers:

Additional details: