

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

Lien Agent Form www.liensnc.com

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

Project Information:

Property Owner: _____

Property Address: _____

Phone: _____ PIN: _____

Parcel ID: _____ Project Type: New: __ Alteration: __

Addition: __ Demolition: __ Relocation: __

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

Subcontractors (exactly as name appears on license):

Electrical: _____ License #: _____ Phone: _____

Plumbing: _____ License #: _____ Phone: _____

Heating/Air: _____ License#: _____ Phone: _____

Insulation: _____ Phone: _____

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: