



NORTH CAROLINA

Commercial Building Permit 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



Commercial Building Permit Application

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: _____
