



Bryce A. Stuart Municipal Building  
 Suite 328, 100 E. First Street  
 Winston-Salem, NC 27101  
 P.O. Box 2511  
 Winston-Salem, NC 27102-2511

Phone: (336) 727-2624  
 Fax: (336) 747-9428

## APPLICATION FOR COMMERCIAL/ZONING PERMIT

Office Use:

Date \_\_\_\_\_ A.P. # \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_

Map Page \_\_\_\_\_ CT# \_\_\_\_\_ Zoning \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

Locator Street \_\_\_\_\_ Between \_\_\_\_\_ and \_\_\_\_\_

*Applicant Information: all related fields must be filled in*

Address of Job \_\_\_\_\_ Project Name \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Address \_\_\_\_\_ Fax \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Contractor's Address \_\_\_\_\_ Fax \_\_\_\_\_

**REQUIRED:** Contractor's I.D. # \_\_\_\_\_ General Contractor's License # \_\_\_\_\_

- Projects in excess of \$ 200,000.00 total project value and in excess of 3,000 square footage sealed plans are required.
- All A-2 assemblies require sealed plans regardless of value or square footage if kitchen renovation is part of the project.
- Any plan regardless of size must be draftsman quality. The minimum plan size is 18" x 24"; 11" x 17" plans are acceptable for CAD drawings if completely legible.
- Nonresidential, under 4,000 square feet - \$100.00
- Nonresidential, 4,000 to 15,000 square feet - \$125.00
- Nonresidential, 15,001 to 40,000 square feet - \$325.00
- Nonresidential, 40,001 square feet and greater - \$800.00
- Condo/Apartment projects - \$500.00
- Townhomes (per unit) - \$65.00
- Cell Towers/Co-Locates - \$65.00
- Code Item Point Reviews, such as exterior lighting, magnetic locks, columbarium's, signs, etc. - \$50.00
- Parking Lots - \$100.00

**Description of work: (must check and give description of work)**

- Commercial Addition w/no site work \_\_\_\_\_
- Commercial Addition w/site work \_\_\_\_\_
- Commercial New Construction \_\_\_\_\_
- Commercial Evaluation \_\_\_\_\_
- Commercial Interior Alteration/Up-fits \_\_\_\_\_
- Commercial-Zoning(Complex/Simple) \_\_\_\_\_
- Commercial Trade Permits (Type):  Plumbing  Mechanical  Electrical
- Commercial Re-Roof \_\_\_\_\_
- Multifamily (# of buildings) \_\_\_\_\_  Apartments (# of units) \_\_\_\_\_  Condos (# of units) \_\_\_\_\_
- Town Homes (# of units) \_\_\_\_\_

**THE PLAN REVIEW FEE (Per our fee schedule) MUST BE PAID AT TIME OF PLAN SUBMITTAL**

**Submittal Type: (must check and provide the cost figures for the plans to be reviewed)**

- Foundation \$ \_\_\_\_\_
- Shell \$ \_\_\_\_\_
- Vanilla Box - Uplift with no Tenant \$ \_\_\_\_\_
- Interior Altercation/Up-fits \$ \_\_\_\_\_
- Addition - to Existing Structure \$ \_\_\_\_\_
- Full - Building New Construction \$ \_\_\_\_\_
- Plumbing \$ \_\_\_\_\_
- Mechanical (HVAC) \$ \_\_\_\_\_
- Electrical \$ \_\_\_\_\_
- Refrigeration \$ \_\_\_\_\_
- Total Project Cost \$ \_\_\_\_\_

**Type of Sewage Disposal**

- Public
- Private
- Septic Tank *(If the property is being serviced by a septic tank, we must have the Health Department's Approval 336-703-3225)*

Name of Contact \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email Address \_\_\_\_\_ Mobile Phone \_\_\_\_\_

***The applicant hereby certifies and agrees as follows: 1) That he/she has read the above information and it is true and correct; 2) If any information supplied by applicant is incorrect or missing, the permit review time will be delayed.***

***The contact person will be noticed once the plan review is completed and the permit is ready for permitting.***

Signature of Owner/Agent/Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

In an effort to support sustainable and green building technologies and practices the WS/FC Inspections Division offers rebates for the qualifying project types listed below:

- Geothermal Heat Pumps \_\_\_\_\_
- Photovoltaic Energy Systems \_\_\_\_\_
- Solar Hot Water Heating \_\_\_\_\_
- Gray/Rain Water Collection for Flushing Fixtures \_\_\_\_\_

If you are installing a system that incorporates these features into your project please indicate the system type above. And be aware that your permit fee for these qualified installations may be rebated 50% (not to exceed \$40.00 for residential systems and \$80.00 for commercial systems) upon project completion and certification by a third party inspection agency. Regular fees must be paid at the time of permit issuance.