



Building Standards Department  
**BUILDING PERMIT APPLICATION**

*For Permit Center Use Only*

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

Permit #: \_\_\_\_\_

Parcel: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Project Address: \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_ Subdivision Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Phase: \_\_\_\_\_

Owner/Tenant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone No. \_\_\_\_\_

Property Use: \_\_\_\_\_

Description of Proposed Work: \_\_\_\_\_

\_\_\_\_\_

Heated SQ FT: \_\_\_\_\_ Unheated SQ FT: \_\_\_\_\_

**UTILITIES:** ☐ New ☐ Existing

Power Company: \_\_\_\_\_

Gas Company: \_\_\_\_\_

Electric Appliances: \_\_\_\_\_

Gas Appliances: \_\_\_\_\_

All residential inspections for dwellings covered by the NC Building and Residential Code will include verification of the presence of carbon monoxide alarms as required by City of Monroe Ordinance 150.10 (C)(1).

Flood Plain: ☐ YES ☐ NO Historic District: ☐ YES ☐ NO Acreage: \_\_\_\_\_ No. of Stories: \_\_\_\_\_

Downtown: ☐ YES ☐ NO Site Improvement: ☐ YES ☐ NO

Water Supply: ☐ City ☐ County ☐ Private Well ☐ Community Sewer Type: ☐ City ☐ County ☐ Septic Permit

**RESIDENTIAL**

☐ Single Family ☐ Modular ☐ Duplex ☐ Apartment ☐ Accessory Building ☐ Addition ☐ Renovations ☐ Accessory

☐ **Mobile Home:** Year: \_\_\_\_\_ Make: \_\_\_\_\_ Size: \_\_\_\_\_  
Serial #: \_\_\_\_\_

**COMMERCIAL**

Type of Construction: ☐ I-A ☐ I-B ☐ II-A ☐ II-B ☐ III-A ☐ III-B ☐ IV ☐ V-A ☐ V-B

Group: ☐ Assembly ☐ Business ☐ Educational ☐ Mercantile ☐ Factory/Industrial ☐ Institutional ☐ Storage  
☐ Utility/Misc \_\_\_\_\_

**CONTRACTOR(S):**

**BUILDING:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City/St: \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contract Cost**

\$ \_\_\_\_\_

**NC License #:**

\_\_\_\_\_

**ELECTRICAL:** ( ) No ( ) Yes

**MECHANICAL:** ( ) No ( ) Yes

**PLUMBING:** ( ) No ( ) Yes

*Sub contractors must complete their own application/ sub contractor forms.*

- **ALL INFORMATION MUST BE COMPLETED PRIOR TO APPLICATION BEING PROCESSED.**
- **WORK PERFORMED ON STRUCTURES USED FOR COMMERCIAL USE MAY REQUIRE PLANS OR MORE INFORMATION PRIOR TO ISSUING A PERMIT.**
- **THIS APPLICATION BECOMES A PERMIT ONLY UPON APPLICATION APPROVAL AND PAYMENT OF ALL FEES.**

I certify that I am the property owner, am authorized to sign on behalf of the property owner, or am otherwise legally authorized to sign this application. If permits are granted, I hereby certify that all information in this application is correct and that all work will comply with the North Carolina State Building Code and all other applicable city ordinances, local laws and regulations of the State of North Carolina regulating such work and the specifications or plans submitted. The Building Standards Department will be notified of any changes in the approved plans and specifications for the projects permitted herein. By signing this application, I am certifying that I, the applicant, have full authority and license from the holder of the copyright to use the sealed plans, drawings, or diagrams submitted with this application, and I agree to indemnify and hold harmless the City of Monroe for any losses or claims incurred by the City arising from review and approval of such plans by the City of Monroe. I hereby affirm that the foregoing statements are accurate and correct to the best of my knowledge. By signing and submitting this document, you agree that all signatures where required may be Electronically Signed by either party pursuant to NCGS 66-315(b).

**PRINT APPLICANT'S NAME:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**METHOD OF PAYMENT:** Cash ☐ Check ☐ Credit ☐

*Permit Center*  
*P.O. Box 69 Monroe, NC 28111*  
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