



City of Dunn Planning & Inspections Department
 102 N. Powell Ave. * P.O. Box 1065
 Dunn, NC 28335
 Main: (910) 230-3505 Fax: (910) 230-9005
www.cityofdunn.org

Commercial Permit Application Checklist

Please use the following check sheet to make sure your plan submittal is complete. Applicant must **initial** each item on this checklist. **Initial** N/A for items that do not apply to your project.

Initial Staff

- _____ _____ Two (2) sets of sealed plans with current design professional seal for the new code.
- _____ _____ One (1) professional survey showing all setbacks with any flood or easement areas.
- _____ _____ Site Plan and Development Permit Application filled out completely.
- _____ _____ Current North Carolina contractor's license in each trade if applicable.
- _____ _____ Correct contact information for all trade contractors.
- _____ _____ Original signatures on all applications – NO COPIED APPLICATIONS
- _____ _____ Lien Agent Information Form (Completed in full)
- _____ _____ Plan Review Fee submitted with plans.
- _____ _____ Plans logged in at Planning & Inspections Department reception area.
- _____ _____ I have received and read the information in this Commercial Building Permit Application Package.

APPLICANT SIGNATURE: _____ DATE: _____

STAFF SIGNATURE: _____ DATE: _____