



## COMMERCIAL Submittal Checklist

*It's All Right Here!*

Building Code Enforcement • City of Dunn • PO Box 1065 Dunn NC 28335 • 910-230-3505

Please use the following check sheet to make sure your plan submittal is complete. Write in N/A for items that do not apply to your project.

- Three (3) sets of engineered plans with current engineer seal for the new code.
- One site (plot) plan showing all setbacks with any flood or easement areas.
- Current privilege license numbers for all trade contractors.
- Correct North Carolina contractor's license if required – projects under \$30,000 are exempt.
- Correct address for all trade contractors.
- Original signatures on all applications – NO COPIED APPLICATIONS
- Each item on this check list must be correct or application will be refused. No applications will be held incomplete.
- Plans logged in (at station outside of Inspections Department)

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_