



This checklist is provided to assist you with including the necessary documents to process a permit application and subsequent permit issuance. For questions regarding the process, please call 919.463.6187.

****Presubmittal meetings are available on request by calling 919.463.6182. It is recommended that a presubmittal meeting be scheduled for all new buildings to assist with a more efficient submittal and subsequent plan review.**

- Permit Application
 - Correct address and applicable suite numbers provided. Application is not processed without this.
 - All sections filled out and required signatures included. Any incomplete/missing information will result in a hold for permit issuance but application processing will continue.
 - Contractor and subcontractors may be determined at a later date (indicate “TBD” if this info to be provided at a later date). Permit will not be issued until information provided and licensing information verified. Application processing will continue.
- Town of Cary Water/Sewer Application
 - For new buildings or new irrigation systems only
- Additional required information for new buildings only- Applications are not processed without these items.
 - \$200 Plan review fee
 - Town of Morrisville Letter of Conditional Construction Plan Approval
- Correct number of plan sets provided
 - New Building or Alteration/Upfit (non restaurant) - 4 sets
 - New Building or Alteration/Upfit (restaurant) – 5 sets
 - Irrigation- 4 sets
- Additional plan set submittal requirements (minimum to begin plan review)
 - **Multiple buildings may not be included for review in the same plan set. One building per plan set.**
 - All address blocks to have physical site address provided along with any corresponding suite numbers if applicable
 - Appendix B – please contact spadgett@townofmorrisville.org if you need a copy
 - Life safety Plan and corresponding life safety plan checklist from Appendix B
 - One copy must have wet seal where architect/engineer seal is required
- Permit Issuance- the following documents are required prior to permit issuance
 - 2 lien agent forms if project exceeds \$30,000 dollars
 - Water/Sewer receipt from Town of Cary for new buildings only
 - Workers Comp information provided
 - Any missing information from permit application provided
 - Cost of construction provided
 - All plan reviewers have signed off approvals