

NC Residential Permit Prep Checklist

Southern Cities Construction - Free Resource

Use this checklist to organize a cleaner residential permit submission before it reaches the plan-review desk.

1. Verify the property and jurisdiction

- Confirm the exact site address.
- Confirm parcel number or tax ID.
- Confirm the city or county jurisdiction handling the permit.
- Confirm whether zoning, HOA, floodplain, or historic-district issues apply.

2. Define the exact scope of work

- Write a short scope narrative in plain language.
- Identify whether the work is repair, renovation, addition, change of use, or new construction.
- List structural, electrical, plumbing, mechanical, roofing, window, or layout changes.
- Make sure the scope narrative matches the drawings.

3. Gather the plan set and support documents

- Site plan if required.
- Existing and proposed floor plans.
- Structural details if structure is changing.
- MEP layouts if required by scope.
- Energy forms, engineering, owner authorization, and HOA approvals where applicable.

4. Catch common misses before filing

- Address is consistent on every document.
- Owner and contractor names are consistent on every document.
- All sheets are readable, labeled, and current.
- Revisions are dated and draft sheets are removed.

5. Submission follow-through

- Save the submission confirmation and permit number.
- Track reviewer comments and correction deadlines.
- Keep one running log of resubmissions and responses.

If you want Southern Cities to review the permit path or handle permit administration, use the services page at southerncitiesconstruction.com.