



Planning and Development Services

919-856-6222

Permits and Inspections

336 Fayetteville St. • Raleigh, NC 27601

P.O. Box 550 • Raleigh, NC 27602

wake.gov

Add, Remove or Change Contacts Form

The purpose of this form is to add remove or change contacts on a permit or plan case after it has been submitted.

To add or modify contacts on a permit or plan case email a completed form to Wake.Permitting@Wake.gov

Only Applicants, Contractors or Property Owners are authorized to add, remove or change contacts on a permit.

Contacts must have a Permit Portal account to be added to a permit or plan case.

GENERAL INFORMATION		
Project Contact:	Applicant	Owner Contractor
Project Address:	Permit/Planning #:	
Email:	Phone:	
BUILDING		
Contractor Name:	NC License #/Class:	
Address:	City/State/ZIP:	
Email:	Phone:	
ELECTRICAL		
Contractor Name:	NC License #/Class:	
Address:	City/State/ZIP:	
Email:	Phone:	
MECHANICAL		
Contractor Name:	NC License #/Class:	
Address:	City/State/ZIP:	
Email:	Phone:	
PLUMBING		
Contractor Name:	NC License #/Class:	
Address:	City/State/ZIP:	
Email:	Phone:	
FIRE		
Contractor Name:	NC License #/Class:	
Address:	City/State/ZIP:	
Email:	Phone:	
General Contact		
Contact Name:	Contact Type:	
Address:	City/State/ZIP:	
Email:	Phone:	
Notes		
SIGNATURE		
The undersigned certifies that the information provided is accurate and that the contractor is aware they are listed in this document.		
Name:	Signature:	Date:
Email:	Phone:	