



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:		