



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

This form is used to add, remove, or update contacts on a permit or plan case after submission. All contacts must have a Permit Portal account to be added. Only the Applicant, Contractor, or Property Owner may request contact changes.

Wake County Permits: Email the completed form to Wake.Permitting@Wake.gov

Knightdale, Wendell, Rolesville, Zebulon Permits: Email the completed form to the applicable town staff.

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:
Email:	Date:
	Phone: