



CITY OF KINSTON

Planning, Inspections & Code Enforcement
P.O. Box 339 / 207 E. King Street
Kinston, North Carolina 28501

Phone: 252-939-3265 Fax: 252-939-3127
Donna.Kennedy@ci.kinston.nc.us

COMMERCIAL PLAN REVIEW / SUBMITAL FORM

Date: _____

Plan Review Fees: \$_____ (**\$200 Full Site Plans; \$100 Interior Remodel; \$100 Parking Lot**)

Important: For new projects or parking lot plans please provide two (2) paper sets of plans plus digital plans or five (5) paper sets of plans along with this form, review fees, and zoning permit application. Information to be included on the site plan shall meet or exceed requirements contained within the "Site Plan Checklist".

For interior remodel plans, please provide two (2) paper sets plus digital plans (if available). Five paper copies are not needed. Please send digital plans to the email address listed at the top of the page. We will route the plans to Planning, Building Inspections, Public Services (Electric and Water) and Fire for review.

Site Information:

Address of Proposed Project: _____

Describe Project: _____

Contact Information:

Applicant: _____

Address: _____

Phone: _____ Email: _____

Type of Plans being submitted: (Please check all applicable)

Site: _____ Building: _____ (Appendix B required)

Mechanical: _____ Electrical: _____ Plumbing: _____

Zoning Permit Application Attached _____

Please note: It will be the contractor / permit applicant's responsibility to submit finalized, complete plans with permit application(s). The Permits and Inspection Department will not be responsible for inserting revisions and/or addendums into preliminary plans.