

**NEW HANOVER COUNTY  
DEPARTMENT OF BUILDING SAFETY  
230 Government Center Dr. Suite 170  
Telephone (910) 798-7308  
Fax (910) 798-7060**

Nicholas Gadzekpo  
Director of Building Safety

**\*\*\*IMPORTANT NOTICE\*\*\***

**FOR COMPLETE ELECTRONIC PROJECT SUBMITTALS BY EMAIL**

If you wish to submit your Commercial or Residential project electronically by email, please attach your electronic plans in the “pdf format along with your application” before clicking the send button.

**FOR COMPLETE ELECTRONIC PROJECT SUBMITTALS IN PERSON**

If you wish to submit your Commercial or Residential project in person on CD, please fill out the building permit application on line, print it, scan and put it on your CD along with the plans and Appendix B if applicable in the “pdf format” & bring your CD to the Development Services Center, located at 230 Government Center Drive; Suite 170.

If you have questions about the electronic submittal process, please call the Development Services Center at (910) 798-7308.

Please note that we except Cash, Checks, and Credit Cards (American Express, Discover, VISA, and MasterCard).

Thank you.



**NEW HANOVER COUNTY  
DEVELOPMENT SERVICES CENTER**

230 Government Center Drive, Suite 170  
WILMINGTON, NORTH CAROLINA 28403  
TELEPHONE (910) 798 7308

**REVISIONS**

PROJECT APPLICATION #: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

Project's Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Contractor: \_\_\_\_\_ Name of Project: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

The Revisions are for: (Check all that apply)

- Building       Electrical       Mechanical       Plumbing
- Zoning       Engineering       Fire       Other(explain below)

Is there a Change in the Occupancy Type from what is shown on the original application?  
 YES (if yes explain below)       NO

Is there a Change or Increase in Square Footage from what is shown on the original application?  
 YES (if yes explain below)       NO

Is there a Change or Increase in Total Project Cost from what is shown on the original application?  
 YES (if yes explain below)       NO

*Please give us a brief but detailed description of your revisions including changes in square footage, if changes affect project cost, and the updated project cost.*

If revisions are considered "substantial" it may require a new application.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

ATTENTION PLANS EXAMINER: Please notify DSC if these revisions change the permit footprint/square footage information and/or cost of the project.

PLAN RE-REVIEW FEES ARE REQUIRED ON THIS PROJECT FOR:

BLDG     ELEC     MECH     PLBG     ZONING     FIRE     DSC Consultant: \_\_\_\_\_