Frequently Asked Questions

- **What is the best way to make my building experience in Wake Forest successful?** Keep an open line of communication with your inspector.
- **How do I schedule my inspection?** Call the inspections line (919) 435-9531 before 3 p.m. for next day inspection.
- **I am pouring concrete, do I need an inspection?** Any time concrete is poured an inspection is typically required. Coordinate with your inspector.
- **How do I find out the results of my inspection?** The inspector will leave a printout of your inspection results on the job.
- **When can I speak with my inspector?** The inspectors are in the office answering and returning calls each day from 8-9 a.m. and 4-5 p.m.
- **Where do I mail my engineer's reports?** InspectionTechnicalReports@wakeforestnc.gov.
- **Who handles the water and sewer for the town?** Water and sewer for Wake Forest is provided by the City of Raleigh.
- **Do I need a permit for a construction trailer?** A separate permit will not be issued but you will need to provide two copies of the site map for approval.

TOWN *of*
WAKE FOREST

Permitting & Inspections
301 S. Brooks St. | Wake Forest, NC 27587
www.wakeforestnc.gov

Inspections Request: (919) 435-9531
Permit Information: (919) 435-9530
Fax: (919) 435-9538

Commercial Permits and Inspections

TOWN *of*
WAKE FOREST

What you need to know before starting your commercial project.

Inspection Requirements

- Approved stamped plans must be on site for all inspections.
- Any changes to the approved plans that cannot be handled by the field inspector will require approval and must be stamped by this office. All changes must be sealed by the appropriate engineer. The plan change fee is $500.
- **Most Wake Forest inspections can be performed the next day if requested by 3 p.m.** Inspection requests can be made by calling (919) 435-9531 or by visiting the Inspections Department on the ground floor of Wake Forest Town Hall, 301 S. Brooks St.
- Re-inspections require a minimum of 48 hours for turnaround.
- Special inspections follow the requirements of the NC Building Code. These inspections include but are not limited to Concrete, Soils, Steel, and Welding. Inspectors will usually inspect using a field report from the testing firm. All engineers' letters or reports need to be emailed to InspectionTechnicalReports@wakeforestnc.gov and must include the address of the project. This email address needs to be provided to the appropriate firms that are handling your special inspections. All reports must be submitted in a timely manner.
- Footings and slab inspections are required for all concrete. This includes dumpster pads, sidewalks, pole bases and other accessory structures. Call our office if you have any questions about required inspections.
- Once you have passed the appropriate inspections you will need to call the City of Raleigh at (919) 890-3425 for your water meter installation.
- Before a Certificate of Occupancy can be issued, all inspections concerning Appearance, Landscaping, and Site Work must be passed.

For additional information contact:

Tim Edwards, Commercial Plans Examiner
tedwards@wakeforestnc.gov | (919) 435-9523

Fire

- Knox-Box® key boxes are required for buildings with a fire alarm, sprinkler system or elevator. To purchase a Knox-Box® call the Wake Forest Fire Department at (919) 556-1966.
- Fire alarm monitoring must be in place and 100% complete. The contractor is required to test the system prior to the acceptance test by fire inspector. Provide a copy of the monitoring report of test at the time of inspection. No partial inspections will be performed; please have all parties present.
- The test for HVAC duct detectors will be done with a smoke machine (not a smoke bomb) provided by the contractor.

Site Work

Coordinate all site and erosion work with your assigned representative from the Town of Wake Forest Engineering Department by calling (919) 435-9400.

Planning

Call Town of Wake Forest Senior Planner Charlie Yokley at (919) 435-9517 if there are any questions concerning landscaping, appearance, or any other planning issues.

Plan Submittal Q&A:

How many sets of plans are required?
Three sets are required. An additional fourth set is required for a food establishment.

Is there a charge for conditional power?
Yes, commercial conditional power is $120.

Are fire alarm and sprinkler shop drawings due at time of submittal?
No, shop drawings will need to be submitted by your sub-contractor at a later date and will require **two sets along with the application.**