



Town of Holly Springs
Building Code Department
 128 South Main Street
 Holly Springs, NC 27540
 (919) 557-3915 • Fax (919) 557-7551

Express Plan Review Application

Project Name:		Project Address	Date:
Contact Person:		Company:	
Email:		Phone:	
Description of the proposed work/special conditions:			
Is project an alteration to an existing building?			
Is project in a Government/Municipal Agency?			
Any exterior work (site, façade, parking, sidewalk, etc.)?		Explain:	
Changing the footprint of the building?			
Are outside agency approvals needed?		List Agencies:	
What is the current zoning?		Proposed Use:	
Are all project's design professionals licensed in the state of North Carolina?			
Is the type of occupancy changing?		Current Occupancy:	Proposed Occupancy:
Number of Stories:		Overall Building Sq Ft:	Sq Ft To Be Reviewed:
Type of Construction <input type="checkbox"/> I-A <input type="checkbox"/> I-B <input type="checkbox"/> II-A <input type="checkbox"/> II-B <input type="checkbox"/> III <input type="checkbox"/> IV-A <input type="checkbox"/> IV-B <input type="checkbox"/> V-A <input type="checkbox"/> V-B			

Express Review appointments are available Wednesdays at 10:00 am.

_____ **Date Choice #1**

_____ **Date Choice #2**

_____ **Date Choice #3**

The contact person listed above will be notified of schedule date, fees and further instructions.

Staff Use:	
<input type="checkbox"/> Express Application Approved	
<input type="checkbox"/> Express Application Rejected	Application Reviewed By
Comments:	
Schedule Date:	