



CITY OF KINSTON
 Permits, Inspections and Code Enforcement
 P.O. Box 339 / 207 East King Street
 Kinston, North Carolina 28501



Phone: 252-939-3265 Fax: 252-939-3127

PLAN REVIEW / SUBMITAL FORM

Date: _____

Delivery by: (Please check applicable box) Messenger USPS UPS Fed Ex Other

Applicant Name: _____ Company: _____

Phone: _____ Email: _____

Project Name: _____

Project Address: _____

Project Description: _____

Type of Plans: (Please check all applicable)

Site ____ Building ____ Mechanical ____ Electrical ____ Plumbing ____ FP ____ Other ____

No. of sets being submitted: _____

Would you like for the Inspections Department to route these plans to other depts. Yes ____ No ____

If yes, which departments? Planning ____ Water Resources ____ Electric ____

Other ____ (please specify _____)

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

Plan Review Fees:

\$200 Full Site Plans; \$100 Interior Remodel or Parking Lot Only