

**CITY OF KINSTON**

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

Phone: 252-939-3271

planning@kinstonnc.gov

COMMERCIAL PLAN REVIEW / SUBMITAL FORM

Date: _____

Plan Review Fees: \$_____ (\$200 Full Site Plans; \$100 Interior Remodel; \$100 Parking Lot;
\$500 for Shopping Centers, Apartments, Townhouse and Condominium Complexes)

Important: For new projects or parking lot plans please provide two (2) paper sets of plans (minimum size 24" x 36") plus digital plans or four (4) paper sets of plans along with this form, review fees, and zoning permit application. We will route the plans to Planning, Public Services (Electric and Water) and Fire for review.

Site Information:

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 (minimum 8.5" x 11, maximum 24" x 36") plus digital plans (if available). Five paper copies are not needed.

Site Information:

Address of Proposed Project: _____

Describe Project: _____

Contact Information:

Applicant: _____

Address: _____

Phone: _____ Email: _____

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

Site: _____ Construction Plans: _____ Landscape _____

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 Planning Department will not be responsible for inserting revisions and/or addendums into plans.