

**DUE TO THE SITUATION WITH COVID-19, WE HAVE TO KEEP OUR STAFF SAFE. WITH THAT SAID PLEASE READ THE INSTRUCTIONS FOR COMMERCIAL PLAN REVIEW SUBMITTAL.**

**COMMERCIAL SUBMITTAL/PICK-UP**

**If you are submitting for Plan Review please be sure that all plans are combined together and have a completed Plan Review Application. Payment can be made online, once you are contacted by Ms Stikeleather for the fee. An application is on desk for your use, if you haven't download from County website. Please place your bundle in the cabinet drawer labeled Commercial. Please let Ms Stikeleather now via email that your plans are on the table.**

**If you are re-submitting for current comments, please be sure package is complete and your comment letter is on the plans. Please put bundle in drawer labeled Commercial. Please let Ms Stikeleather know via email that your re-submittal is on the desk.**

**If you are picking up a permit, you should have already been contacted and submitted to Ms Stikeleather the WC Affidavit, NC Lien Agent, a completed building application and payment. Payment can be done online. Once those items are in, you will be contacted letting your know the project is ready for pick up. When you arrived at our office, please call Ms Stikeleather to make her aware you are here and she will deliver your approved plans to the table at the front door.**