



## Mechanical, Plumbing or Electrical Permit Request

**\*\*\*\*IF USING A MOBILE DEVICE - PLEASE USE THE ADOBE ACROBAT READER APP\*\*\*\***

Property Owner: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Property Address: \_\_\_\_\_

Work to be performed: \_\_\_\_\_

Company Name/Applicant: (exactly as name appears on license): \_\_\_\_\_

License No: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Company Name (exactly as name appears on license): \_\_\_\_\_

License No: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**You may now apply for single trade permits online at:**

<https://tw-n-southernpines-nc.smartgovcommunity.com/Public/Home>

**Please upload a copy of this completed application in SmartGov when applying.**

**The permit must be signed and fees paid by cash, check or credit card.**

**Inspections must be scheduled at least 24 hours in advance by calling (910) 692-4003 or can be requested in your SmartGov account.**

**We do not schedule inspections via voicemail.**

BUILDING PERMITS & INSPECTIONS  
COMMUNITY DEVELOPMENT DEPARTMENT  
TOWN OF SOUTHERN PINES  
180 SW BROAD STREET  
SOUTHERN PINES, NORTH CAROLINA 28387  
(910) 692-4003  
[www.southernpines.net](http://www.southernpines.net)