

PLACE
STAMP
HERE

Frederick E. Turnage Administrative Complex
Re: Builder's Express Program
331 S. Franklin Street
PO Box 1180
Rocky Mount, NC 27802-1180

For additional information
regarding the Builder's
Express Program:

Phone: (252) 972-1109

Email: inspection.services@rockymountnc.gov

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utilities.rockymountnc.gov

Builder's Express Program



RMPU3 (1/2012)



Builder's Express Program

Rocky Mount Public Utilities recognizes that your time is valuable. Our Builder's Express Program makes it easier for you to process residential building permits and new utility service requests! Save time. No waiting in lines. One point of contact. Enroll today!

Quick and Easy Application

Simply complete the Builder's Express Program enrollment form included in this brochure or online at www.rockymountnc.gov/planning/permits.html#builders. Then, return the completed form in-person to Inspections, 2nd floor City Hall Building, by fax to (252) 972-1590, by mail or submit online. Once your application is completed and returned, you will be enrolled in the Builder's Express Program and may begin submitting your building permits for new residential construction projects faster. It's that easy!

Using Builder's Express

Once you are set up as a Builder's Express builder in our system, you can simply complete the appropriate forms under the Builder's Express header on our website (www.rockymountnc.gov/planning/permits.html#builders). Be sure to indicate that you are enrolled in the Builder's Express Program. Your completed permit/service request forms can be sent electronically, returned in-person to Inspections, or by fax to (252) 972-1590. That's it! Once your forms are completed, we take care of the rest for you – no waiting in lines! You will have one point of contact with Inspections for a one-stop shopping experience. We invite all residential builders to participate in this program. Deposit requirements may apply based on credit rating with the City of Rocky Mount.

Enroll today to become a participating builder with the Builder's Express Program – your one-stop shop for services from the City of Rocky Mount!

Builder's Express Program Application

Date: _____

Name: _____

Business Name: _____

Mailing Address: _____

State License #: _____

Phone #: _____

Fax #: _____

Cell or other contact #: _____

Signature: _____

Please return completed form:

In-person:
City of Rocky Mount Inspection Services, 2nd floor
331 S. Franklin Street
Rocky Mount, NC 27804

By fax: (252) 972-1590

By email: inspection.services@rockymountnc.gov

Or by mailing this form to the address on the reverse side.

