

Steps for Submitting for a Commercial Plan Review & Applying for a Commercial Building Permit

Step 1

For Commercial projects requiring a building permit, an applicant can apply for plan review through Davidson County's permitting portal. The web address is davidsoncountync.viewpointcloud.com. Once on the site, the applicant will have to create a profile (name, email, and phone). Once a profile is complete and the applicant is logged on, they can apply for *Step 1 Commercial Building Plan Review*. The project will be entered into the queue and reviewed in the order in which it was received. The applicant will automatically receive emails as to the status of the project through the portal. Once the project has been approved for Building Code compliance, approved by Environmental Health, and approved by Planning and Zoning, the project will be released for permitting.

Step 2

A permit applicant can then apply for *Step 2 Commercial Building Permit Application* through the Davidson County Permitting portal. In the case where the permit applicant is not the same party who submitted for plan review, the applicant will also have to create a profile and follow the steps to apply for a permit for the associated approved project. When a project exceeds \$30,000 in project value, a NC Licensed General Contractor, and a NC State Appointed Lien Agent is required prior to the applicant securing a permit. All General Contractors shall be required to upload proof of Workman's Compensation coverage to the portal.

When a Building Permit is not required

All commercial projects are required to be reviewed by the appropriate code official to determine if a building permit is required. A building permit is not required for projects that do not exceed \$20,000 dollars in project value, or when specifically exempted by § 143-138 (b21), unless the work involves any of the activities described in subdivisions (1) through (6) of subsection (b5).

When a Design Professional is required

When a building permit is requested for a project exceeding 3,000 square feet in gross floor area, or the total project value exceeds \$300,000, all projects are required to be designed by a NC Registered Design Professional, and all construction documents are required to be sealed by that NC Registered design professional in accordance with § 83A-13 (c) and (C1). Any time a structural component, such as footings and foundations, slabs, floor systems, roof assemblies, and any other element composed of the primary structural frame of a structure, or any structural element associated with a project shall be designed, and the documents sealed by a qualified engineer regardless of the size of the project or the project value.

The following is a list of documentation and items necessary to be submitted for a project to be entered into the plan review queue. Although, not all items may be required in all cases depending on the scope of the work being done.

1. A Complete Commercial Building Code Summary (Appendix B)
2. Site Plan — aerial view of lot/property showing:
 - a. Property boundaries
 - b. Location of structure to be permitted (future or existing)
 - c. Distance/measurement between property boundaries and structure to be permitted
 - d. Distance/measurement between structure to be permitted and all existing structures
 - e. Parking with designated ADA spaces and accessible routes.
 - f. Fire apparatus access roads
 - g. Gated entrances, if applicable
3. Scope of Use — brief written statement describing:
 - a. What the building is to be used for (office, manufacturing, storage, religion, etc.)
 - b. What materials and machinery will be kept/used within the building
 - c. [if not new construction, what construction work will take place (drywall replacement, electrical wiring, plumbing repair, wall or door removal, fire alarm installation, demolition, etc.)
4. Structural Plan — to include:
 - a. Building plan to include structural elements such as roof assemblies, floor assemblies, columns, interior & exterior bearing walls, etc.
 - b. Footing/foundation plan including slabs
 - c. Elevation plan, if applicable
 - d. A geotechnical soil report. (available for inspections only)
5. Life Safety Plan — floorplan of structure to be permitted (new or existing) that shall detail:
 - a. All accessibility features complying with current ADA standards
 - b. Location of exit doors, windows, interior walls, bathrooms
 - c. All three elements of the means of egress system exit access, exits, and exit discharges
 - d. Occupant loads for each designated space and total occupant load of the building
 - e. Location of emergency lighting and exit signs
 - f. Travel distances measured from all areas within the structure to all exit doors
 - g. Egress width of corridors, hallways, doors, stairs, and stairwells, ect.
6. Project Value — total cost of project divided into 2 categories:
 - a. Approximate cost of materials
 - b. Approximate cost of labor including all demolition

The following items will be required when applicable to the scope of the project and require trade permits:

- 1) Plumbing Plan — to include:
 - a) Layout of bathrooms with location of fixtures and grab bars
 - b) Size, location, and material of pipe for drainage, waste, venting, hot and cold-water supply
 - c) Water heater — type/model, location, electric or gas, and drainage
 - d) Location of and type of water fountain/cooler
 - e) Location of service sink
 - f) Fixture schedule
- 2) Electrical Plan — to include:
 - a) How many amps service
 - b) Location of electrical wiring, ceiling plan/general lighting, receptacles, etc.
 - c) Size and type of wiring
 - d) Size of conduit
 - e) Location of service panel
 - f) Panel schedule
 - g) Connection to outside meter — overhead or underground
 - h) Grounding information
 - i. Transformer/switch gear plan, if applicable
- 3) Mechanical Plan —to include:
 - a) Bathroom exhaust fan
 - b) Building ventilation — supply, return, exhaust system, outside air ventilation calculation, cfm schedule
 - c) Heating and cooling source, type/model, capacity, tonnage, electric or gas, etc.
 - d) Location of duct smoke detectors, if applicable
 - e) Gas piping schematic — size, location, piping material, gas type, etc. if applicable
- 4) MSDS-for all industrial chemicals, if applicable
- 5) Fire Protection Plan to include but not limited to:
 - a) Automatic Sprinklers and suppression systems
 - b) Fire Alarm and detection equipment
 - c) Fire pumps and related equipment
 - d) Underground fire protection line
 - e) Any other required permits outlined in the NC Fire Code
- 6) Sprinkler Plan — if applicable

The preceding list speaks to projects that fit into the typical parameters of building submittals for permits. It does not however, exclude any projects that may be of non-typical construction or design methods.