



Union County Building Code Enforcement

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Modular Classroom Submittal Requirements

Listed below are the items required for a complete modular classroom plan review for compliance with the North Carolina State Building Code. Plan review could be delayed if any of the required items or information is missing. Please note that these are the minimum requirements for **ALL MODULAR CLASSROOM PLANS** including those that do not require a design professional (per Section 204.3.5, NC Administration and Enforcement Code). Additional drawings, plans or information may be required. Please note that the designer, or permit applicant will be the points of contact during the review process.

- A **completed** Union County Building Permit Application.
- A **completed** Union County Fire Prevention Permit Application.
- Approval of the local Zoning Jurisdiction if other than unincorporated Union County. Zoning approval is required and verification, including the correct physical address, must be provided.
- **Department of Public Instruction** approval if for K through 12 public schools.
- **Three (3) complete sets** of plans bound in appropriate sets.
- Plans submitted for review must be finalized drawings "For Construction".
- At a minimum, **all** plans must comply with the requirements of Section 106.2 of the NC Administration and Enforcement Code.
- Plans must be submitted with a **completed** Appendix B.
- Plans must be drawn to scale with sufficient detail to fully indicate the nature and scope of the work to be permitted. Drawings must be legible. The minimum size sheet is 11"x17".
- Certification of the modular unit by a third party inspection agency approved in North Carolina.
- Provide sealed, signed, and dated plans when required by Section 204.3.5 of the NC Administration and Enforcement Code.
- A site plan **must** be included. Show new classroom location. Show distance from existing buildings, other modular classrooms and property lines. Show distance to and number of existing toilet facilities, accessible route to and from existing buildings and facilities, number of modular classrooms currently on site, and fire department access.
- Include footing/foundation/slab plans with details and dimensions.
- Show how Chapter 11 "Accessibility" of the NC State Building Code is being met.
- Provide a **complete** layout plan and details for the Plumbing system when applicable. If the unit is a modular toilet facility, provide sewer and water utility or Environmental Health approval.
- Provide a **complete** layout plan and details for the Mechanical system when applicable.
- Provide a **complete** layout plan and details for the Electrical system when applicable.

- Provide fire alarm plans and details when appropriate or required by Code.
- Provide sprinkler system plans and details when appropriate or required by Code.
- Pay plan review fee (see fee schedule).

Under normal conditions, the typical plan review time is approximately 10 business days after receipt all required submittal information.

Review time may be increased due to extraordinary workloads or other circumstances beyond our control.

Every effort will be made to complete all plan review as quickly and efficiently as possible.