



Union County Building Code Enforcement

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Commercial Plan Review Submittal Requirements

Listed below are the items required for a complete commercial 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 COMMERCIAL 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.
- NC Department of Environment and Natural Resources erosion and sedimentation control plan approval when required. Written verification from NCDENR must be provided.
- Approvals from other agencies (city, county, state, etc.) as may be required.
- Plan approval from the NC Department of Insurance, Engineering Division per Table 104.1 of the NC Administration and Enforcement Code.
- **Three 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".
- Provide sealed, signed, and dated plans when required by Section 204.3.5 of the NC Administration and Enforcement Code.
- Site plans **must** be included in the plans. Show all parking, accessible parking and access aisles, accessible parking signage details, walkways, accessible egress, distances to property lines and other structures on the same lot, utility locations, existing and proposed grades, curb openings, landings, ramps, retaining walls, etc.
- All construction within a flood hazard area must be clearly shown and designed per the NC Building Code.
- Include footing/foundation/slab plans with details and dimensions.

- Provide structural plans and details as needed (columns, girders, joists, rafters, beams, headers, lintels, connection details, etc.)
- If the building being constructed is a pre-engineered metal building, submit two sets of the metal building plans or a letter of certification sealed, signed, and dated from the designer with your project plans.
- Review Chapter 17 of the NC State Building Code for Special Inspection requirements. If your building falls into one of the categories of Section 1704.1.2, special inspections and testing will be required. Provide a schedule of special inspections in Appendix B and on the structural drawings.
- Provide elevation drawings with dimensions.
- For multi-occupancy, multi-floor, multi-tenant, or otherwise complex buildings provide a floor and life safety plan. Identify all fire resistance rated assemblies. Show the calculated occupant load, width, and travel distances for all means of egress including doors, stairways, corridors, exit discharge, etc. for each floor.
- If the work involves only a portion of the building, provide an overall plan of the building showing the area of work and the use and occupancy classification of the remaining space(s).
- Provide floor plans of each floor with dimensions and showing room names and uses.
- Provide wall sections for each type of interior and exterior wall being constructed.
- Provide designs and details for all fire resistance rated assemblies. Include designs and details for protection of penetrations.
- Ceiling plan layout and details.
- Roof plan layout and details.
- Show how Chapter 11 “Accessibility” of the NC State Building Code is being met with regard to accessible route, accessible exits, areas of refuge, toilet rooms, shower rooms, break rooms, reception areas, cashier and customer service counters, elevated platforms, etc.
- Provide door and window schedule.
- Provide complete stairway details.
- If appropriate show all hazardous locations and submit data on the type and quantities of hazardous materials being stored, processed, manufactured, or used in the building.
- Provide a **complete** layout plan and details for the Plumbing system.
- Provide a **complete** layout plan and details for the Mechanical system.
- Provide a **complete** layout plan and details for the Electrical system.
- 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.