



**Union County**  
**Building Code Enforcement**

500 N. Main St., Room 47  
Monroe, NC 28112

Mark Griffin  
Director

(704) 283-3816  
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**Commercial Development Submittal Checklist**

Building Code Enforcement

Commercial Inspections

- Three full sets of plans bound and labeled for the Commercial Building Inspector
- Evidence of all outside agency approvals or submittals
- Completed Union County Building Permit Application
- Completed Union County Fire Prevention Permit Application
- Completed Appendix B
- Plans are in accordance with the Union County Commercial Plan Review Submittal Requirements document and the North Carolina State Building Code

Zoning

- One full set of plans labeled for the Zoning Administrator for projects requiring only zoning approval
- One full set of plans, nine site plans, and a completed Land Use Permit Application labeled for the Zoning Administrator for projects requiring the issuance of a Special Use Permit
- Plans are designed in accordance with Appendix A of the Union County Land Use Ordinance

Public Works

Engineering – Water and Sewer

- One set of plans labeled for the Union County Public Works Engineering Section

- Plans designed in accordance with the Union County Water and Sewer Extension Ordinance for projects requiring a line extension
- Plans designed in accordance with Public Works Commercial Site Plan Checklist for projects not requiring a line extension

#### Stormwater

- Sealed Construction Drawings (1 set of each of the following, if applicable) labeled for Public Works Stormwater Section
  - Site Plans (site, final grading, drainage, erosion control, site details, etc.)
  - Roadway Plans (plan and profile)
  - Environmental Permitting Plans (if applicable)
  - Utility Plans
- Sealed Calculations, Project/Stormwater Narrative, Programs' input/output, Exhibits, Maps Package (1 set)
- Digital copy of all Federal/State program analyses associated with the project (HEC, TR55, etc.)
- Copies of all Environmental Permits or verification of submittal to appropriate agencies (Sediment & Erosion Control, 401/404, Buffer disturbance, etc.)
- Written approval for off-site construction or grading
- Written approval for construction or grading in utility easements or rights-of-way
- Digital copy of all submitted documents organized appropriately
- Plans designed in accordance with Appendix A of the Union County Land Use Ordinance and the Public Works – Stormwater Section Submittal Requirements Brochure

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Applicant or Applicant's Authorized Representative

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Date

\*All plans shall be submitted to the Union County Building Code Enforcement Division. Any deficiencies in submittal documents may result in review delays or denial of plan acceptance. In order to promote efficiency in the plan review process please make sure that all documents listed in this checklist as well as other referenced materials are included.