



Commercial Building Permit Application Submittal Requirements

Listed below are the minimum requirements for a commercial building permit plan review submittal. Please note that these are the minimum requirements for all commercial building permit plans, including those that are not required to be sealed and signed by a design professional registered in the State of North Carolina. Sketch plan and commercial site plan approvals are required prior to permit application. Additional drawings, plans or information may be required. The permit applicant will be the point of contact during the review process. Plan review could be delayed if any of the required items or information is missing.

1. A completed online Union County Building Permit Application Submittal. Submittals should be made at <https://ucinspect.unioncountync.gov/evolvepublic/>.
2. Approval of the local Zoning Jurisdiction. Zoning approval verification, including the correct physical address, must be provided.
3. Plans should be submitted digitally via direct upload during the online permit application process.
4. Plans must be substantially completed drawings marked for permit review.
5. All plans must be dated and signed by the author.
6. Plans must identify the following:
 - a) Version of the North Carolina State Building Codes being used.
 - b) Construction type.
 - c) All occupancy types.
 - d) Floor area, number of stories, and height of building.
 - e) Fire separation requirements such as fire sprinkler status, fire resistance rated assemblies separating occupancies, buildings and/or means of egress components.
 - f) Number of required plumbing fixtures per the North Carolina State Plumbing Code.
 - g) Energy Code compliance summary.
7. 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.
8. Provide plans sealed, signed, and dated by a design professional registered in the State of North Carolina where the total costs exceed \$300,000.00 or the building area exceeds 3,000 square feet.
9. Approved site plans must be included in the uploaded plans for review.

10. For multi-occupancy, multi-floor, and multi-tenant 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.
11. 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).
12. Show how Chapter 11 "Accessibility" of the NC State Building Code is being met regarding accessible route, accessible exits, toilet rooms, and other fixtures or areas that are required to be accessible.
13. If the facility stores hazardous substances, a Hazardous Materials Management Plan and Inventory Statement must be submitted. Appendix H in the North Carolina Fire Code contains this information.
14. If the facility will have rack storage, identify how high the storage will be and what will be stored on the racks. Additional fire protection may be required depending upon the classification of the commodity being stored and the height of the racks.
15. Provide a complete layout plan and details for the Building system including elevations with dimensions, structural elements, etc.
16. Provide a complete layout plan and details for the Plumbing system.
17. Provide a complete layout plan and details for the Mechanical system.
18. Provide a complete layout plan and details for the Electrical system.

Advisory Items

1. Some building plans require review and approval from the North Carolina Department of Insurance, Engineering Division prior to permit issuance. Typically, these projects require the seal of a design professional registered in the State of North Carolina. See Table 104.1 of the North Carolina Administrative and Enforcement Code for projects that require this review and approval.
2. Fire alarm design plans for review are a separate submittal.
3. Automatic fire sprinkler design plans for review are a separate submittal.
4. Some buildings and structures require Special Inspections per Chapter 17 of the North Carolina State Building Code. These projects typically require the seal of a design professional registered in the State of North Carolina and the designer should provide a Schedule of Special Inspections in the plan submittal.