

Non-Residential Permit Application Checklist

Application *	SUBMIT APPLICATION WITH PLANS, BEFORE PLAN REVIEW PROCESS CAN BEGIN AN APPLICATION MUST BE ATTACHED
Appendix B *	http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/Code_Enforcement_Resources/AppendixB_2012.doc CAN BE OBTAINED AT THE ABOVE LINK AND AFFIXED TO PLANS
Lien Agent*	Visit LienNC.com and bring proof of Lien Agent Assignment if Project is \$30,000 or more
Plans *	PROVIDE 3 SETS OF PLANS, PLANS ARE TO BE DRAWN TO SCALE AND IN CLARITY
Floor Plan *	TO SHOW ALL ROOMS, DOORS & DOOR SWING, ROOM NAME/NUMBER, FIXTURES, TABLES, CHAIRS, AND EQUIPMENT
Plans sealed	BY REGISTERED ARCHITECT/LICENSED PROFESSIONAL ENGINEER LEGALLY REGISTERED/ LICENSED UNDER THE LAWS OF THIS STATE
Pre-Engineered Metal building *	PROVIDE 2 SETS OF PLANS FROM BUILDING MANUFACTURER SEALED BY ENGINEER LEGALLY REGISTERED OR LICENSED UNDER THE LAWS OF THIS STATE.
Modular Building*	PROVIDE 2 SETS OF PLANS FROM BUILDING MANUFACTURER SEALED BY ENGINEER LEGALLY REGISTERED OR LICENSED UNDER THE LAWS OF THIS STATE.
Fire rating systems	PROVIDE <u>COMPLETE</u> DESIGN ON PLANS IF REQUIRED
Penetration systems	PROVIDE <u>COMPLETE</u> DESIGN ON PLANS IF REQUIRED
Draft stopping	PROVIDE <u>DETAILS</u> ON PLANS
Site Plan *	INDICATE TOTAL NUMBER OF PARKING SPACES, HANDICAP SPACES, ACCESS AISLES, SIDEWALK WIDTH, CURB CUTS AND HANDICAP SIGNAGE, DISTANCE TO PROPERTY LINES AND ANY OTHER STRUCTURES
Life safety plan	INDICATE BY DIRECTIONAL ARROWS OCCUPANT LOAD UTILIZING EXIT
Egress *	ALL REQUIRED OR IDENTIFIED EXITS SHALL BE ACCESSIBLE AND LEAD BACK TO PARKING AREA OR PUBLIC WAY
Stair details	RISER: MINIMUM HEIGHT 4" MAXIMUM HEIGHT 7" TREAD DEPTH: MINIMUM 11" 1009.4.2
Handrail details	PROVIDE DETAILS: TO INCLUDE MOUNTING HEIGHT, SIZE OF HANDRAIL
Guardrail details	REQUIRED WHEN WALKING SURFACE IS MORE THAN 30" ABOVE GRADE. THE MINIMUM HEIGHT OF GUARDRAIL IS 42"
Restroom Details *	PROVIDE ENLARGED FLOOR DRAWING OF RESTROOM SHOWING DIMENSION TO INTERIOR WALLS, LOCATION OF FIXTURES, GRAB BARS, CLEAR FLOOR SPACE AND CLEAR FLOOR AREA AS REQUIRED BY ICC/ANSI117.1-2009
Door/Hardware Schedule *	INDICATE ON PLANS
Interior Finish *	INDICATE ON PLANS THE FINISH OF WALLS , FLOORS, CEILINGS
Exterior wall details *	DISPLAY SIDE VIEW ON PLANS, TO INCLUDE FOOTINGS, EXTERIOR FINISH, FLASHING,SHEATHING, STUDS, INSULATION, AND INTERIOR FINISH
Exterior Balconies/Decks	ALUMINUM FLASHING IS NOT ALLOWED. WHEN USING TREATED WOOD ENSURE MATERIAL USED FOR FASTENING IS COMPATABLE WITH TREATED WOOD
Roof slope *	INDICATE ON PLANS
Roof covering *	INDICATE ON PLANS
Wind design *	100-110 MPH IN HERTFORD COUNTY, CHECK MAP
Seismic design *	HERTFORD COUNTY IS LOCATED IN SEISMIC ZONE C
Snow load *	15 PSF IS THE SNOW LOAD (GROUND)
Frost Line *	FROST LINE IN HERTFORD COUNTY IS 4"
Shear wall details	PROVIDE IN <u>DETAIL</u> ON PLANS
Retaining walls	RETAINING WALLS GREATER THAN 5 FEET IN HEIGHT ARE REQUIRED TO BE DESIGNED AND CONSTRUCTED UNDER THE RESPONSIBLE CHARGE OF A REGISTERED PROFESSIONAL ENGINEER. A PERMIT IS REQUIRED
Foam/plastics	FOAM PLASTIC IS USED IN CONTACT WITH GROUND TERMITE TREATMENT IS REQUIRED
Signs	LOCATION AND DETAILS INDICATE IF PART OF CONTRACT OR SEPARATE
Details *	PROVIDE DETAILS FOR THE FOLLOWING IF THEY APPLY: CABINETS, TOILET FIXTURES, SINKS, ETC.
Accessibility *	ALL PORTIONS PERTAINING TO ACCESSIBILITY WILL BE GOVERNED BY CHAPTER 11 OF THE 2012 NORTH CAROLINA BUILDING CODE AND ICC/ANSI A117.1-2009

* INDICATES ALWAYS REQUIRED

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- ✚ PLANS ARE NOT REQUIRED TO BE SEALED IF LESS THAN 2500 SQFT BUILDING TOTAL OR VALUE OF STRUCTURE IS LESS THAN \$90,000.00
- ✚ MULTI-FAMILY PLANS ARE NOT REQUIRED TO BE SEALED IF LESS THAN 8 UNITS **AND** EACH UNIT HAS IT OWN EXIT AT GRADE LEVEL
- ✚ IF YOUR BUILDING PLANS ARE REQUIRED TO BE SEALED ALL TRADES WILL ALSO REQUIRE A SEAL
- ✚ ELECTRONIC COPY (PDF ON A DISC) IS REQUIRED IF OVER 2500 SQ. FT.
- ✚ PROVIDE CONTACT INFORMATION (FAX#, EMAIL IS PREFERRED)
- ✚ PLUMBING PLANS SHALL SHOW SUPPLY AND WASTE/VENT RISER DIAGRAMS, FIXTURES AND EQUIPMENT TYPE, ETC.
- ✚ MECHANICAL PLANS SHALL SHOW LOCATION OF FIRE DOORS, FIRE DAMPERS AND SMOKE DAMPERS; ACCESS FOR SERVICE/REPLACEMENT OF EQUIPMENT; EQUIPMENT SCHEDULE/ LOCATION OF EQUIPMENT, ETC.
- ✚ ELECTRICAL PLANS SHALL SHOW LOAD CALCULATIONS, PANEL SCHEDULES AND LOCATIONS, ANY DETAILS FOR SPECIAL BONDING AND GROUNDING, LOCATION OF ALL DEVICES, ETC.
- ✚ **A fire inspection is required on all commercial projects**
- ✚ Currently Hertford County is enforcing:
 - ✚ 2009 INTERNATIONAL BUILDING CODE WITH 2012 NC AMENDMENTS
 - ✚ 2009 MECHANICAL CODE WITH 2012 NC AMENDMENTS
 - ✚ 2009 FUEL GAS CODE WITH 2012 NC AMENDMENTS
 - ✚ 2009 PLUMBING CODE WITH 2012 NC AMENDMENTS
 - ✚ 2009 ENERGY CODE WITH 2012 NC AMENDMENTS
 - ✚ 2011 NATIONAL ELECTRICAL CODE WITH NC AMENDMENTS