

# Non-Residential Permit Checklist

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



This checklist is for non-residential/commercial development activity that requires a permit.

PLAN REVIEW TYPE			
<p>There are two types of change of use. There is a change of use according to the Building Code, which is also referred to as a change in building occupancy, and there is a Zoning change of use based on UDO Chapter 6.</p> <p>Verify the status of Building Occupancy and Zoning Use (under the "Site Permitting section" and select the appropriate boxes.</p>			
Building Permitting		Site Permitting	
Addition Alteration Change of Use	Interior Completion New Building/Shell	Addition Change of Use	Mass Grading Only New Building/Shell
Notes about Land Disturbance/Grading			Office Use Only
<ul style="list-style-type: none"> <li>If there is <math>\geq 12,000</math> sq. ft. of disturbed area with no improvements, grading and other permits, and an alternative review process may be required.</li> <li>If there is <math>&lt; 12,000</math> sq. ft. of disturbed area with no improvements, a grading permit is not required, but other permits may be needed.</li> </ul>			Case #: _____ ASR: _____ Tier One Site Plan: _____
If your project has been through Preliminary Subdivision Review or Administrative Site Review, provide the Development Case Number:			
Provide all previous case numbers for Sketch Plan Reviews or Pre-Submittal Conferences or Site Permit Reviews:			

GENERAL INFORMATION	
Project address:	Suite:
Subdivision/tenant/shopping center:	Lot:
Property owner:	Phone #:
Property owner email:	Fax #:
Project contact:	Phone #:
Project contact email:	Fax #:
Owner/agent signature:	
Provide a detailed description of the project scope:	

To be completed by Applicant	APPLICANT		CITY	
	Yes	Sheet #	Yes	No
<b>GENERAL REQUIREMENTS FOR PERMITTING</b>				
1. Cover sheet with project name, case #, plan review type, and a site data summary table with existing and proposed information as it relates to land use (UDO Ch. 6) and parking calculations (UDO Article 7.1)				
2. On cover sheet, superimpose Zoning Conditions associated with the project, in their entirety. Conditions can be superimposed on the sheet immediately following the Cover Page if necessary.				
3. Sheet index				
4. Approved Site Permit plans (if required)				
5. Completed 2018 NC Building Code Summary Sheet must be printed on the plans.				
6. Digital plan sets (minimum size 18"x24" and not to exceed size 36"x24", all sheets must be the same size) drawn to engineering scale (1"=20", 1"=100"), and supporting documents will be accepted as SEPARATE PDF FILES ONLY. (Plan sheets should be combined into one file.)  If multiple supporting documents are required, each document must be its own PDF file. a) Date of preparation (SIGNED) b) All revision dates (resubmittals only) c) Sealed AND SIGNED by design professional				
7. If project requires approval by Wake County Health Department. Must include Wake County Food Service Application and <a href="#">Wake County Environmental Services</a> Review Guide (Appendix S, equipment specs, and menu).				
8. Refer to the Development Services Fee Schedule for fees.				
9. Completed Shell Variable Form for each shell building				
10. A PDF copy of proposed suite layout for all new multi-tenant buildings, or approved suite layout for existing multi-tenant building				
11. Wake County private utilities permit				
12. Copy of letter/email from Pretreatment Coordinator printed on each set of plans, approving pretreatment system and sizing calculations (food service establishments and vehicle maintenance facilities only)				
<b>ZONING REQUIREMENTS   NEW BUILDING, ADDITION, CHANGE OF USE, ALTERATION</b>				
1. Site Data Table should include Existing Use(s) (UDO Sec. 6.1.) and Square Footage; Proposed Use(s) and Square Footage; Existing Required Parking Requirements per UDO Section 7.1.2; Proposed Parking Requirements per UDO Sec 7.1.2.				
2. Architectural elevations providing grade points and dimension, showing compliance with height regulations, per UDO Sec 1.5.7.				
3. Screening of Utility service areas exceeding 42 inches in height and 42 inches in any other dimension, within 50 feet from the public right-of-way per UDO Sec 7.2.5.E.				
4. Screening detail of any new mechanical equipment (ground-mounted, wall-mounted, roof-mounted) per UDO Sec 7.2.5.				
5. Lighting plan and details for any new exterior lights, such as light poles, wall packs, flood lights, flood lamps, vehicular canopies per UDO Sec 7.4., including a photometric lighting analysis.				
6. Provide details as to how Solid Waste Disposal is being addressed, including Dumpster Enclosure details, if applicable, as per UDO Sec 7.2.5.C.				

<b>BUILDING REQUIREMENTS   NEW BUILDING, SHELL, ADDITION, CHANGE OF USE, ALTERATION</b>				
1. New and existing work				
2. Building plans: a) Foundation plan and details b) Floor plan c) Roof plan d) Structural plan e) Life safety pages				
3. Sealed truss drawings				
4. Wall sections				
5. Fire rated walls legend				
6. U.L. designs for penetrations				
7. Pre-cast drawings				
8. Pre-cast engineered drawings				
9. Metal building certification				
10. Energy code: a) Building b) Electrical c) Mechanical				
11. Accessibility details				
<b>ELECTRICAL REQUIREMENTS</b>				
1. Lighting plan				
2. Power plan				
3. Riser diagrams				
4. Fire rated walls legend				
5. U.L. designs for penetrations				
6. Panel location and schedules				
7. Electrical load calculations				
8. Fire rated penetrations				
<b>PLUMBING REQUIREMENTS</b>				

1. Fixture and equipment plan				
2. Hot- and cold-water riser				
3. Waste and vent riser				
4. Storm riser				
5. Fire rated walls legend				
6. U.L. designs for penetrations				
7. Fire rated penetrations				
8. Minimum facility calculations				

<b>MECHANICAL REQUIREMENTS</b>				
1. Mechanical equipment type & schedule				
2. Equipment location				
3. Dampers and details				
4. Fire rated penetrations				
5. Fire rated walls legend				

6. U.L. designs for penetrations				
7. Gas riser diagram				
8. Refrigerator calculations for walk-in coolers and freezers				
9. Ventilation and outdoor air calculations				

FIRE ALARM & PROTECTION REQUIREMENTS				
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1. CD required for sprinkler calculations, cut sheets, and fire alarm				
2. Sprinkler plans				
3. Fire alarm plans for all new sprinkler systems and all elevators, and if required by code, for all other occupancies				
4. Hazardous Materials Permit Application (if business stores or uses hazardous materials)				
5. Hazardous Materials Permit Application required for fuel tanks				
6. Fire alarm drawings				

GENERAL REQUIREMENTS FOR MASS GRADING				
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1. Reference the Mass Grading Checklist as a review guide.				
2. Land disturbing activity plans review fee (see <a href="#">Development Fee Guide</a> for rate)				
3. Digital plan sets (minimum size 18"x24" and not to exceed size 36"x24", all sheets must be the same size) drawn to engineering scale (1"=20", 1"=100"), and supporting documents will be accepted as SEPARATE PDF FILES ONLY. (Plan sheets should be combined into one file.)  If multiple supporting documents are required, each document must be its own PDF file. <ul style="list-style-type: none"> <li>a) Date of preparation</li> <li>b) All revision dates (resubmittals only)</li> <li>c) Sealed by design professional</li> <li>d) One electronic copy on a CD</li> </ul>				
4. Vicinity map (no smaller than 1" = 500" and no larger than 1" = 1000") showing the site position and its relation to surrounding streets and properties with true north arrow.				
5. Existing conditions plan				
6. Proposed grading				
7. Proposed sediment and erosion control plan				
8. NPDES stabilization plan (if disturbing 1 acre or more)				
9. Proposed tree conservation plan				
10. Detail sheets				
11. Sediment and erosion control calculations				
12. Plan sheets have a legend defining all symbols and north arrow				
13. For secondary tree conservation area include a copy of Tree Cover Report completed by a certified arborist, NC licensed landscape architect, or NC registered forester				
14. Financial responsibility form if disturbing more than 12,000 sq. ft.				