

Standard Residential Review Checklist



DEVELOPMENT SERVICES DEPARTMENT

Litchford Satellite Office | 8320 – 130 Litchford Road | Raleigh, NC 27615 | 919-996-4200

TO BE COMPLETED BY APPLICANT	YES	N/A
GENERAL REQUIREMENTS		
1. City of Raleigh Permit Application		
2. Two paper sets of plans and one copy of electronic plans		
3. Additional set of paper plans if submitting a NFPA 13D Multi-Purpose, or "Combination," Fire Sprinkler System		
4. One and Two Family Log Sheet		
5. The receipt from North Carolina Liens (NCLiens) must be presented as evidence of lien agent designation		
6. Copy of Well & Septic tank permit issued by Wake County Health Department is required, if private well and septic system is to be installed. Wake County Well Permit Application & Wake County Wastewater System Application		
7. Two copies of Plot plan, signed by a North Carolina licensed surveyor showing the proposed work		
BUILDING REQUIREMENTS		
1. Plans drawn to Architectural scale. Example: ¼" = 1 foot. (Electrical, plumbing and mechanical plans are not required.) Use a minimum font size of 10		
2. Include the Designer's name and address		
3. Complete footing and foundation plan including wall footing, foundation dimensions, pier footing and masonry pier dimensions, concrete slab thickness		
4. Complete framing plans, wall sections including size, grade and species of girders, floor joists, ceiling joists and rafters. Truss layout & truss data, TJI, etc. layout must be provided from manufacturer. Header schedule must be shown (grade and species identified) or referenced under structural section by designer, unless engineered. Supporting studs for load bearing beams must be shown.		
5. Load bearing points identified on plans including solid blocking notation		
6. Knee wall shown and notation made whether wall is bearing or non-load bearing.		
7. Engineering calculation required on members not shown in tables		
8. Complete floor plans and elevations including rooms identified and dimensions shown, walk up attic identified, if applicable and square footage shown. Also, the front, side and rear elevations must be shown.		
9. If the plans indicate the use of per-manufactured components, this same professional must include a written and signed statement directly on the supplemental engineering truss layouts to the effect that the truss loading has been taken into consideration in the structural design of the dwelling.		
10. When multiple options are shown on a plan, the options being built must be designated. For example: Plan includes slab and crawl options, bonus room, sunroom, etc.		
ZONING REQUIREMENTS		
A) Height and setbacks of adjacent structures		
B) Height and setback of proposed SFD		
C) Elevations of the existing and proposed building walls affected by the SFD		
FLOOD REQUIREMENTS		
If property is in one of the following floodplains: FEMA (Federal Emergency Management Agency), Drainage Basin Study Maps, Flood Hazard Soils or Alluvial Soils then the following requirements must be met.		
1. Survey illustrating the floodplain boundary with the source of the boundary limits on the plat (FEMA Map # or City of Raleigh Flood Study #) and the location of the proposed structure.		
2. Certification from a N.C. registered engineer or architect attesting to the structural integrity of any part of the structure below the Regulatory Flood Protection Elevation (R.F.P.E.). The R.F.P.E. is two feet above the base flood elevation. The elevation of the first livable floor of any residential structure must be at or above the R.F.P.E.		
3. Calculations for flood vents (1 square inch of vent space per square foot of foundation footprint area).		
NOTES		
If during the plan review process unresolved issues are identified, the applicant will automatically receive a faxed list of plan comments after completion of the review cycle. Plans must be picked up within five (5) working days of notification. The fax comment sheet will identify the transaction number, project address, reviewer's phone number and plan comments. The applicant can also access plan review comments as they are completed by review staff using the "Rapid Response System" 919-857-4412 or use the Online Development Center to view plan comments.		
Important: Do not respond by fax to unresolved issues or drop off partial information. Plan packages must be picked up, and all unresolved issues must be addressed and re-submitted per the above requirements. Revised documentation pertaining to plans must be attached to the plan set. Failing to comply with these requirements will delay permit processing.		