

Commercial Construction (Building) Plans Submittal Requirements

New Buildings or Building Additions

General Building Plans

- Plans must be in ink or plotted (pencil is not acceptable).
- Plans shall be drawn to an architectural scale (Example – 1/8" = 1')
- Plans shall **NOT** be submitted on paper smaller than 11" x 17" (ledger)
- Name, address and signature of the person responsible for the design shall be included on each plan sheet
- Name of contractor and project address shall be on each set of plans
- Plans shall be prepared in accordance with the current North Carolina Building Codes
- An Appendix B, Building Code Summary, completed in its entirety, shall be submitted with all building plans.

Plan Contents

- Foundation / Footing Plans and details
 - Dimensions, thickness, depth below grade, reinforcement
 - Crawl space ventilation calculations, crawl space access size and location (if applicable)
 - Foundation anchor bolts size and locations
- Floor Plan (each level) – Identify each room's dimensions and use
- Framing Plan
 - Section Details and all Structural Details Shown
 - Exterior finish materials
 - Building wrap
 - Exterior sheathing and soffit details
 - Flashing for windows, doors, and roof
 - Insulation – walls and roof
 - Framing materials used – Engineer products require stamped sealed drawings
 - Interior finish and flame spread information
- Stair Details showing run and rise, handrail details and guardrail details
- Finished Exterior Elevations - all sides of building
- Window and Door Schedules – show energy ratings, hazardous location glazing, fire ratings
- Structural drawings for steel framing, designed concrete, or wood trusses – Please provide engineering data and layout from manufacturer – All engineering documents must bear the seal and signature of the engineer
- Energy Code compliance information – Plans shall identify prescriptive requirements of the current North Carolina Energy Conservation Code or COMCheck Energy Worksheet
- Accessibility Details
- Fire Protection Details – Fire suppression systems, alarm systems, building fire separations, sprinkler systems
- Electrical drawing and equipment information for **ALL** equipment
- Mechanical drawings and equipment information for **ALL** equipment
- Plumbing drawings and equipment information for **ALL** equipment
- Gas drawings and equipment information for **ALL** equipment
- Site plans with accessibility elements (ramps, lifts, accessible routes, curb cuts, etc...) and site fire protection elements (fire hydrants, FDC connections, post indicator valve locations, fire equipment access, etc...)
- Life Safety Plan – Exit access travel distance, required distance between required exits, exit signs and emergency light locations, required exit door swings, etc...)

Alterations

General Plan Requirements

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- Name, address and signature of the person responsible for the design shall be included on each plan sheet
- Name of contractor and project address shall be on each set of plans
- Plans shall be prepared in accordance with the current North Carolina Building Codes
- An Appendix B, Building Code Summary, completed in its entirety, shall be submitted with all building plans.

Plan Content

- Clearly identify the location within the building of the space you are conducting work
- Floor plan of existing layout and proposed layout (include narrative of scope of work within the said areas) – Identify each rooms use and dimensions
- Window and door schedule showing energy ratings, hazardous location glazing, emergency egress, fire ratings
- Energy Code compliance information – Plans shall identify prescriptive requirements of the current North Carolina Energy Conservation Code or COMCheck Energy Worksheet
- Accessibility Details
- Fire Protection Details – Fire suppression systems, alarm systems, building fire separations, sprinkler systems
- Electrical drawing and equipment information for **ALL** equipment
- Mechanical drawings and equipment information for **ALL** equipment
- Plumbing drawings and equipment information for **ALL** equipment
- Gas drawings and equipment information for **ALL** equipment

Repairs

General Plan Requirements

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- Name, address and signature of the person responsible for the design shall be included on each plan sheet
- Name of contractor and project address shall be on each set of plans
- Plans shall be prepared in accordance with the current North Carolina Building Codes
- An Appendix B, Building Code Summary, completed in its entirety, shall be submitted with all building plans.

Plan Content

- Clearly identify the location within the building of the space you are conducting work – A floor plan may be used
- A detailed narrative of scope of work within the said areas