



NEW SFD, DUPLEX and TOWNHOME RESIDENTIAL PLAN REVIEW CHECKLIST

Inspections

This checklist is required to accompany all building permit applications.

TO BE COMPLETED BY APPLICANT		Initial
Application Requirements		Mark N/A if not applicable
*	Completed and signed building permit application with correct address number. Complete means no line left unaddressed or TBD. Incomplete applications without addresses or recorded plats, contractor information etc. cannot be submitted for review.	
*	Scale Plot Plan (sealed by an NC registered surveyor preferred) if there is any addition to, or change of, footprint on parcel.	
*	Designated Lien Agent form with the correct address for projects costing \$30,000 or more. Applications without a Lien Agent form cannot be submitted for review.	
Construction plans are signed and dated per N.C. Admin Code 204.3. All plans shall be legible and to scale. Digital documents shall have all security removed and a designated space in the title block for the reviewers stamp before submittal.		
"Draft" or "Not for Construction" notes on the plans have been removed.		
There should be no discrepancy between the building permit application's job description and the scope of work depicted on the plans.		
I understand if there are unsatisfied parcel conditions that are brought to my attention during the plan review, it will be my responsibility to address those conditions with the department(s) having jurisdiction.		
Zoning requirements for parcel (City-County Planning Department) Including but not limited to; Watershed, Historic, Neighborhood Protection and Airport overlays addressed concerning any requirements relating to such.		
Modular buildings manufacturer certification as approved by NCDOT (if applicable).		

		Initial
Copy of plot plan sealed by a North Carolina licensed surveyor showing the proposed structure(s).		
a.	Existing and/or proposed structure(s) showing distances to property lines and driveways with dimensions in accordance with the UDO.	
b.	Corresponding setbacks (adjacent parcels and/or whole block average setbacks if the lot is designated as in-fill per UDO).	
c.	Impervious calculations (proposed and allowable in square feet).	
d.	Stream and no build buffers and any easements with all corresponding dimensions	
e.	Mechanical equipment location	
f.	Flood Plain survey with corresponding FEMA data	

Plans shall include, but are not limited to, the following criteria:		
A.	Must be Legible	
B.	Must match plot plan in footprint and orientation	
C.	Must be to scale	
D.	The following information shall be shown on the plans (if not applicable mark N/A):	
i.	Footing size/spacing (section 403)	
ii.	Proper type foundation (chapter 4)	
iii.	Foundation ventilation (section 408.8)	
iv.	Crawl space access 18"x24" (section 408.8) or if closed crawl space (section 409)	
v.	Pier size/spacing (section 404.1.5.3; table 403.1(a); section 606.6, table 606.5)	
vi.	Chimney footings (section 1001.2)	
vii.	Drainage requirements (section 405 Drainage options; section 801.3; section 401.3)	
viii.	Room sizes & types (section 304)	
ix.	Window sizes, light & ventilation (section 303)	
x.	Tempered glass, hazardous locations (section 308.4)	
xi.	Egress doors, path of travel (section 310.1; section 311)	
xii.	Emergency egress window from bedroom clearly labeled with dimensions (section 310)	
xiii.	Stair requirements (section 311.7)	
xiv.	Handrail & guardrail requirements (section 312)	
xv.	Slab on ground requirements (section 506)	
xvi.	Garages; slab requirements (section 309.1)	
xvii.	Garages; separation requirements (section 302.5; section 302.6)	
xviii.	Bath areas (section 307)	
xix.	Deck requirements (section 502.2.2; appendix M)	
xx.	Attic ventilation requirements (section 806)	
xxi.	Attic access 20"x30" (section 807)	
xxii.	Chimneys and fireplaces (chapter 10)	

xxiii.	Interior and Exterior wall coverings (chapter 7)	
xxiv.	Proper size girders (tables 502.5(1) and 502.5(2))	
xxv.	Joist size, spacing, & span (tables 502.3.1(1) and 502.3.1(2))	
Building Requirements continued		Initial
xxvi.	Proper bearing for wood framing (section 502.6)	
xxvii.	Floor framing, wood and steel (chapter 5)	
xxviii.	Wall framing, wood and steel (chapter 6)	
xxix.	Roof framing, wood and steel (chapter 8)	
xxx.	Insulation values and energy code compliance (chapter 11 & table 1102.1)	
xxxi.	Anchorage requirements to slab & foundation (section 403.1.6)	
xxxii.	Roof slope & coverings (chapter 8; chapter 9)	
xxxiii.	Wall bracing (section 602.10)	

NOTE: Items marked with an asterisk in the Application Requirements block are required at time of submittal. Failure to provide these documents will in rejection of your application. In the case of a digital submittal, or discovery of inaccuracy on this form, you will receive an email notifying you that your application has been rejected, and a complete re-submittal of the entire application package with required documentation.

It is acknowledged by initialing the above residential requirements, that: I have verified that all the above information is included in the construction plans and applications and understand that any omissions will result in disapproval of this application. It is also acknowledged there will be a re-review fee for omissions resulting in disapproval of initialed requirements for applications.

Signature

Date