

Commercial Construction (Building) Plans Submittal Requirements

New Buildings or Building Additions

General Plan Requirements

- Plans must be in blue or black ink or plotted to allow for reproducing (pencil is not acceptable).
- Plans shall be drawn to an architectural scale (Example 1/8" = 1') (2012 NCSBC Section 106.2.1).
- It is preferred that all submitted plan sheets be of the same size and measure 18"x24" or 24"x30". Plans smaller than 11"x17" (ledger) will **not** be accepted.
- Name, address, and signature of the **person responsible for the design** shall be included on the cover sheet of the plan set (NCSBC 2012, Section 106.2.1).
- Plans must be prepared in accordance with the 2012 North Carolina Building Codes.
- Completed Building Code Summary (**Appendix B**) ** Note Life Safety Plan Requirements.

Plan Contents

- Foundation/Footing Plan and details
 - Dimensions, thickness, depth below grade, reinforcement
 - Crawl space foundation ventilation calculations, crawl access size and location
 - Foundation anchor bolts, size and location
- Floor Plan (each floor level). Identify each room's dimensions and use
- Framing Plan:
 - Section details and all structural details shown
 - Exterior finish material
 - Building wrap
 - Exterior sheathing including soffit detail
 - Flashing for windows, doors, and roof
 - Insulation- walls and roof
 - Framing materials used (Engineered products require stamped, sealed drawings).
 - Interior finish and flame spread shown
 - Roof framing plan with load points shown
- Stair details, showing rise/run, handrails and guardrails (if applicable)
- Exterior elevations (four sides) including the finished elevation above grade
- Window and door schedule showing energy ratings; hazardous location glazing; emergency egress; fire ratings (if required)
- Roof access with size and location shown
- Structural drawings for steel frame, designed concrete, or wood truss drawings. Data and layout provided by the manufacturer. All engineered products require sign and seal of design engineer
- Roof ventilation calculations (if applicable) and roof covering materials, including flame spread
- Energy code compliance information. Plans shall identify prescriptive requirements or include copy of 2012 NCECC COMcheck (2012 NC Code Compliant Version)
- Accessibility Details (when applicable)
- Fire protection details and plans
- Mechanical drawings and equipment information
- Electrical drawings and equipment information
- Plumbing drawings and equipment information

Alterations

General Plan Requirements

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- Name, address, and signature of the **person responsible for the design** shall be included on the cover sheet of the plan set (NCSBC 2012, Section 106.2.1).
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Plan Contents

- Clearly identify the location within the building of the space you are conducting work
- Floor Plan of existing layout and proposed layout (including a narrative of the scope of work within said areas). Identify each room's dimensions and use.
- Window and door schedule showing energy ratings; hazardous location glazing; emergency egress; fire ratings (if required)
- Energy code compliance information. Plans shall identify prescriptive requirements or include copy of 2012 NCECC COMcheck (2012 NC Code Compliant Version)
- Accessibility Details (when applicable)
- Fire protection details and plans
- Mechanical drawings and equipment information
- Electrical drawings and equipment information
- Plumbing drawings and equipment information

Plan Contents for Repairs

General Plan Requirements

- Plans must be in blue or black ink or plotted to allow for reproducing (pencil is not acceptable).
- Plans shall be drawn to an architectural scale (Example 1/8" = 1') (2012 NCSBC Section 106.2.1).
- It is preferred that all submitted plan sheets be of the same size and measure 18"x24" or 24"x30". **Plans smaller than 11"x17" (ledger) will not be accepted.**
- Name, address, and signature of the **person responsible for the design** shall be included on the cover sheet of the plan set (NCSBC 2012, Section 106.2.1).
- Plans must be prepared in accordance with the 2012 North Carolina Building Codes.
- Completed Building Code Summary (**Appendix B**) ** Note Life Safety Plan Requirements.

Plan Contents

- Clearly identify the location within the building of the space you are conducting the repairs. A floor plan may be used.

Other Links

- Link to Special Inspection Forms: (Separate document not available at this time)
- Link to external detailed Construction Plan Submittal Requirements (Not available at this time)