



Non-Residential Plot Plan Checklist

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This checklist is for non-residential/commercial site plans or plot plans.

PLAN REVIEW TYPE			
Building Permitting		Site Permitting	
Addition	Interior Completion	Addition	Mass Grading Only
Alteration	New Building/Shell	Change of Use	New Building/Shell
Change of Use			
Notes about Land Disturbance/Grading			Office Use Only
<ul style="list-style-type: none"> If there is \geq 12,000 sq. ft. of disturbed area with no improvements, grading and other permits, and an alternative review process may be required. If there is $<$ 12,000 sq. ft. of disturbed area with no improvements, a grading permit is not required, but other permits may be needed. 			Transaction #: _____ Site Plan: Plot Plan:
If your project has been through Preliminary Subdivision Review or Administrative Site Review, provide the Development Case Number:			
Provide all previous transaction numbers for Sketch Plan Reviews or Pre-Submittal Conferences:			

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
GENERAL REQUIREMENTS FOR PERMITTING				
1. Cover sheet with project name, transaction #, 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 (Article 7.1)				
2. Sheet index				
3. Approved concurrent site plans (if required)				
4. Completed 2018 NC Building Code Summary Sheet must be printed on the plans. Include decision diagram if using 2018 Existing Building Code.				
5. Four sets of bound and rolled proposed plans (minimum size 18"x24" and not to exceed size 36"x24") and drawn to engineering scale (1"=20", 1"= 100", etc.) including: a) Date of preparation (SIGNED) b) All revision dates (resubmittals only) c) Sealed AND SIGNED by design professional				
6. One extra set of plans if project requires approval by Wake County Health Department. Must include Wake County Food Service Application and Wake County Environmental Services Review Guide (Appendix S, equipment specs, and menu).				
7. Refer to the Development Services Fee Schedule for fees.				
8. Completed Shell Variable Form for each shell building				
9. Two copies of proposed suite layout for all new multi-tenant buildings, or approved suite layout for existing multi-tenant building				
10. Wake County private utilities permit				
11. 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)				
12. Digital copy of plans, calculations, and any support documentation for each submittal				
ZONING REQUIREMENTS NEW BUILDING, ADDITION, CHANGE OF USE, ALTERATION				
1. Architectural elevations providing grade points and dimension, showing compliance with height regulations, per UDO Sec 1.5.7.				
2. Screening detail of any new mechanical equipment (ground-mounted, wall-mounted, roof-mounted) per UDO Sec 7.2.5.				
3. 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.				
BUILDING REQUIREMENTS NEW BUILDING, SHELL, ADDITION, CHANGE OF USE, ALTERATION				
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				

To be completed by Applicant	APPLICANT		CITY	
	Yes	Sheet #	Yes	No
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				
ELECTRICAL REQUIREMENTS				
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				
PLUMBING REQUIREMENTS				
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				
MECHANICAL REQUIREMENTS				
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				

To be completed by Applicant	APPLICANT		CITY	
	Yes	Sheet #	Yes	No
FIRE ALARM & PROTECTION REQUIREMENTS				
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				
1. Reference the Mass Grading Checklist as a review guide.				
2. Land disturbing activity plans review fee (see Development Fee Schedule for rate)				
3. Four sets of bound and rolled proposed plans (minimum size 18"x24" and not to exceed 36"x42") to engineering scale (1"= 20", 1" = 100", etc.) including: a) Date of preparation b) All revision dates (resubmittals only) c) Sealed by design professional d) One electronic copy on a CD				
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 two copies 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.				