

# Residential Certified Review Checklist



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

Litchford Satellite Office | 8320 – 130 Litchford Road | Raleigh, NC 27615 | 919-996-4200 | fax 919-996-4221

<b>TO BE COMPLETED BY APPLICANT</b>	<b>YES</b>	<b>N/A</b>
<b>GENERAL REQUIREMENTS</b>		
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. Two copies of plot plan, signed by a NC professional land surveyor showing the proposed work		
5. One and Two Family Log Sheet		
6. The receipt from North Carolina Liens ( <a href="#">NCLiens</a> ) must be presented as evidence of lien agent designation.		
7. Copy of Well & Septic tank permit issued by Wake County Health Department is required, if private well and septic system is to be installed. <a href="#">Wake County Well Permit Application</a> & <a href="#">Wake County Wastewater System Application</a>		
<b>BUILDING REQUIREMENTS</b>		
1. Plans must be 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 pre-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 in to consideration in designing the structural system of the dwelling.		
10. The cover sheet must identify all structural sheets by number and type and be signed by the design professional.		
11. Plans sealed by a structural engineer or architect must be dated to reflect compliance with the current edition of the North Carolina Residential Code for One & Two Family Dwellings.		
12. Engineer's seal date on building plans does not exceed one year from stamped date		
13. When multiple options are shown on a plan, the options being built must be designated. Example: Plan includes slab and crawl options bonus room, sunroom, etc.		
14. Refer to <a href="#">Residential Certified Plan Statement</a> for the required statement to be affixed to plans.		
<b>ZONING REQUIREMENTS</b>		
For Infill projects, include the following:		
A. Height and setbacks of adjacent structures		
B. Height and setbacks 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		
<p>If during the plan review process unresolved issues are identified by any of the trade areas (Building, Stormwater, Zoning, Transportation, etc.), the applicant will automatically receive a faxed list of plan comments after completion of the review cycle. The fax cover sheet instructs the applicant that 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 <a href="#">Online Development Center</a> to view plan comments.</p>		
<p><b>Important:</b> 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.</p>		