

Land and Commercial Building Requirements



DEVELOPMENT SERVICES DEPARTMENT

Development Services Customer Service Center | 1 Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495
 Litchford Satellite Office | 8320 – 130 Litchford Road | Raleigh, NC 27615 | 919-996-4200

Plan Review Type			OFFICE USE ONLY			
Building Permitting New Building/Shell Addition Alteration/Pony Express Interior Completion *Change of Use per Building or Zoning Code	Site Permitting New Building/Shell Addition *Change of Use per Building or Zoning Code Concurrent Review Mass Grading Only	≥12,000 sq. ft. disturbed area with no improvements = A Grading permit and other permits may be required. <12,000 sq. ft. disturbed area with no improvements = No Grading permit required, but other permits may be needed.	<table border="1"> <tr> <td>Transaction Number</td> </tr> <tr> <td>*Site Plan Plot Plan</td> </tr> <tr> <td><i>*Site Plans may require Planning Commission approval</i></td> </tr> </table>	Transaction Number	*Site Plan Plot Plan	<i>*Site Plans may require Planning Commission approval</i>
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If your project has been through Preliminary Review or Administrative Site Review, provide the Development Case Number:						
Provide all previous transaction numbers for Coordinated Team Reviews, Due Diligence Sessions or Pre-Submittal Conferences:						

GENERAL INFORMATION		
Project Address	Suite Number	
Subdivision/Tenant/Shopping Center	Lot Number	
Property Owner	Phone	Fax
	Email	
Project Contact Person	Phone	Fax
	Email	
Owner/Agent Signature	Email	
Provide a detailed description of the project scope:		

TO BE COMPLETED BY APPLICANT	YES	N/A	COMPLETED BY CITY STAFF		
			YES	NO	N/A
General Requirements – Permitting					
1. I have referenced the Commercial Building Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh.					
2. Approved Concurrent Plans , if required					
3. Completed City of Raleigh Building Code Summary Sheet must be printed on the plans					
4. Four (4) sets of bound and rolled proposed plans (minimum size 18"x24" not to exceed 36"x42"), to architectural scale, including date of preparation, all revision dates (for re-submittals only), and sealed by design professional. ONLY Cell towers and co-locates may be submitted on 11" x 17" sheet.					
5. One (1) extra set of plans, if required by Wake County Health Department. Must include the Wake County Food Service Application and Wake County Environmental Services Review Guide (Appendix S)					
6. Refer to the Development Services Fee Schedule. Please note the changes in the fees. For any inquiry, please contact the Development Services Customer Service Center at 919-996-2495.					
7. Completed Shell Variable Form for each shell building					
8. Two (2) copies of proposed suite layout for all new Multi-tenant buildings or approved suite layout for existing multi-tenant building					
9. Permit from Wake County for Private Utilities					
10. Copy of letter/email from Pretreatment Coordinator printed on each set of plans approving pretreatment system and sizing calculations (food service establishments & vehicle maintenance facilities only)					
11. DIGITAL COPY OF PLANS, CALCULATIONS, AND ANY SUPPORT DOCUMENTATION FOR EACH SUBMITTAL					
Building Requirements - FOR NEW BUILDING, SHELL, ADDITION, CHANGE OF USE & ALTERATION					
1. New and Existing work					
2. Building Plans: a) Foundation Plan & Details b) Floor Plan c) Roof Plan d) Structural Plan					
3. Truss Reactions					
4. Wall Sections					
5. Fire Rated Walls Legend (s)					
6. U.L. Designs for Penetrations					
7. Building Elevations					
8. Pre-Cast Drawings					
9. Pre-Cast Engineered Drawings					
10. Metal Building Certification					
11. Energy Code: a) Building a) Electrical b) Mechanical					
12. Accessibility Details					
Electrical Requirements					
1. Reflected Ceiling 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					
9. Receptacle Plan					
10. Fire Alarm/Smoke Detector					

TO BE COMPLETED BY APPLICANT	YES	N/A	COMPLETED BY CITY STAFF		
			YES	NO	N/A
Plumbing Requirements					
1. Fixture and Equipment Plan					
2. Hot and Cold Water Riser					
3. Waste and Vent Riser					
4. Plumbing Load Calculations					
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					
2. Equipment location					
3. Dampers and Detail					
4. Fire Rated Penetrations					
5. Fire Rated Walls Legend					
6. U.L. Designs for Penetrations					
7. Gas Riser Diagram					
8. Refrigerator Calculations					
Fire Protection Requirements					
1. CD required for sprinkler calculations, cutsheets 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. Does business store or use Hazardous Materials? If yes, submit Hazardous Materials Permit Application					
5. Fuel Tanks? If yes, submit Hazardous Materials Permit Application					

General Requirements – Mass Grading					
1. I have referenced the Mass Grading Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh					
2. Land disturbing activity plans review fee (see Development Fee Schedule for rate)					
3. Four (4) sets of bound and rolled proposed plans (minimum size 18"x24" not to exceed 36"x42"), to engineering scale (1"=20', 1"=100', etc.), including date of preparation, all revision dates (for re-submittals only), sealed by a Design Professional, and one (1) electronic copy on CD.					
4. Vicinity Map no smaller than 1"=500' and no larger than 1"=1000', showing the position of the site, it's 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 (required if disturbing 1.0 acre or more)					
9. Proposed Tree Conservation Plan					
10. Detail Sheets					
11. Sediment & Erosion Control Calculations					
12. Plan sheets should have a legend defining all symbols, and north arrow printed on the plans					
13. For secondary tree conservation areas include two (2) copies of the Tree Cover Report completed by a certified arborist, North Carolina licensed landscape architect, or North Carolina registered forester					
14. A Financial Responsibility Form , if grading more than 12,000 sq. feet					
15. Are there any retaining walls greater than 5' in height on the site? If yes, please print special inspections statement on the plans					