

## Gatekeeping Checklist for New Buildings, Additions or Change of Use

### Inspections Department

One Exchange Plaza Suite 404, Raleigh, NC 27601 phone 919-516-2495 fax 919-516-2686

Incoming Commercial Plans		
Date Reviewed	Date Accepted	Transaction #
<b>Not Accepted</b> (Checklist must be returned with corrected submittal)		
Date of Correct Plan Submittal	Transaction #	
Project Name		
Project Address		
Contact Person	Phone	
Required Information (check if applicable)		
	Three (3) complete sets of bound, rolled building plans; Four (4) sets are needed when Wake Environmental Health review is required and should also include <a href="#">Wake County Env Services Review Guide</a> and <a href="#">Wake County application</a>	
	Recorded map with each set of plans	
	Completed <a href="#">permit application</a> (s) (one application per building or unit address)	
	Check to cover Commercial Plan Review, if applicable	
	Completed Shell Variable Form ( <a href="#">.doc</a> ) ( <a href="#">.pdf</a> ) for each shell building	
	Two (2) copies of proposed <a href="#">suite layout</a> for all new Multi-tenant buildings or approved suite layout for existing multi-tenant building	
	<a href="#">Financial Responsibility Form</a> (Land Disturbing)	
	Department of Insurance Review	
	Permit from Wake County for Private Utilities	
	Four (4) sets of 11 x 17 <a href="#">Right of Way drawings</a>	
OFFICE USE ONLY		
	Board of Adjustment	
	Administration Action	
	Change of Use (land use, occupancy)	
	Inside/Outside City Limits	
	Petition for Annexation	
	City Council Approval of Right of Way request	

**Commercial Plan Submittal Requirements - New Buildings/Additions/Change of Use**

These plans have been reviewed for the minimum plan submittal requirements as outlined in the [Development Services Guide](http://www.raleighnc.gov/dsguide) located at [www.raleighnc.gov/dsguide](http://www.raleighnc.gov/dsguide). Please contact a Commercial Gatekeeper with any questions at (919) 516-2572 or (919) 516-2573.

Item	Yes	No
<b>Utility Plan</b>		
Water and Sewer Mains and Service		
Easements and Map references		
Fire hydrant locations		
<b>Zoning Site Plan</b>		
City of Raleigh Site Plan Information sheet		
Vicinity map		
Property lines, building footprint and location from property line (proposed and existing), parking areas, new and existing driveways, opposing driveways, right-of-way and street pavement width, curb, gutter and sidewalk, greenway, utility and drainage easements		
<b>Right of Way Plan</b>		
Location of the building on the site		
Location of the sidewalk		
Location of on-street parking		
Direction of travel lanes		
Description of same improvements 100 feet to either side of the site		
Location of eight (8) foot chain link fence		
Location of covered sidewalk and details of construction in accordance with the North Carolina State Building Code, Chapter 33		
Location of barricades		
Location of traffic merge cones		
Location of businesses affected by barricades and/or fences		
Estimated timeframe for project		
<b>Landscape Plan</b>		
Plant list, with supporting calculations		
Adjacent property zoning and specific land uses		
Existing vegetation to be retained		
<b>Building</b>		
Three (3) sets of sealed plans dated and signed (four (4) sets, if food service)		
New and Existing work		
Completed Building Code Summary Sheet( <a href="#">.doc</a> ) ( <a href="#">.pdf</a> )		
Foundation Plan and Details		
Floor Plan		
Wall Sections		
Fire Rated Walls Legend		
U.L. Designs for Penetrations		
Roof plan		
Building Elevations		
Pre-Cast Drawings		
Pre-Cast Engineered Drawings		

Item	Yes	No
<b>Building (continued)</b>		
Structural Plan		
Metal Building Certification		
Energy Code-Building		
Energy Code-Electrical		
Energy Code-Mechanical		
Accessibility Details		
Truss Reactions		
<b>Electrical</b>		
Reflected Ceiling Plan		
Power Plan		
Riser Diagram		
Fire Rated Walls Legend		
U.L. Designs for Penetrations		
Panel Location and Schedules		
Electrical Load Calcs		
Fire Rated Penetrations		
Receptacle Plan		
Fire Alarm/Smoke Detector		
<b>Plumbing</b>		
Fixture and Equipment Plan		
Hot and Cold Water Riser		
Waste and Vent Riser		
Plumbing Load Calcs		
Fire Rated Walls Legend		
U.L. Designs for Penetrations		
Fire Rated Penetrations		
Minimum Facility Calcs		
<b>Mechanical</b>		
Mechanical Equipment type		
Equipment location		
Dampers and Detail		
Fire Rated Penetrations		
Fire Rated Walls Legend		
U.L. Designs for Penetrations		
Gas Riser Diagram		
Refrigerator Calcs		
<b>Fire Protection</b>		
Sprinkler Piping Plan		
Reflected Ceiling Plan		
Calcs and Water Flow Test		
Water Supply Data		
System Riser		
Fire Rated Walls Legend		
U.L. Designs for Penetrations		