

Gatekeeping Checklist for Pony Express

Inspections Department Permits Division

8320 Litchford Road Suite 130,
P.O. Box 590 Raleigh, NC 27602-0590 phone 919-713-4200 fax 919-713-4221

Incoming Commercial Plans		
Date Reviewed	Date Accepted	Transaction #
Not Accepted (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	
	Two (2) copies of proposed suite layout for all new Multi-tenant buildings or approved suite layout for existing multi-tenant building	
	Completed City of Raleigh permit application(s)	
	Wake County Construction/Demolition Debris Waste Management Form (for commercial construction with a total project cost of more than \$100,000.00)	
	Accessibility Compliance Form (signed and reproduced onto all three sets of plan)	
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 located at www.raleighnc.gov/dsguide . Please contact a Pony Express representative with any questions at (919) 872-4132 or (919) 872-4134.		
Item	Yes	No
Zoning Site Plan		
Mechanical Roof Top Unit(s) (Provide screen detail, line of sight detail from a public way, and a vicinity map detail)		
Building		
Three (3) sets of sealed plans dated and signed		
New and existing work		
Completed Building Code Summary Sheet		
Life Safety Plan (indicating exits, travel distance)		
Floor Plan		
Wall Sections		
Fire Rated Walls Legend (indentify fire barriers, fire partition, fire walls, and smoke barriers)		
U.L. Designs for Penetrations		
Structural Plan		
Energy Code-Electrical		
Energy Code-Mechanical		
Energy Code-Building		
Accessibility Compliance Form (reproduced onto all three sets of plans)		
Accessibility Details		

Item	yes	no
Electrical		
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		
Plumbing		
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		
Mechanical		
Mechanical Equipment type		
Equipment location		
Dampers and Detail		
Fire Rated Penetrations		
Fire Rated Walls Legend		
U.L. Designs for Penetrations		
Gas Riser Diagram		
Refrigeration Calcs		
Outdoor Air Calcs		

Item	yes	no
Fire Alarm (NCFC Section 907.1.1)		
Floor Plan		
Locations of alarm-initiating and notification appliances		
Alarm control and trouble signaling equipment		
Annunciation		
Power connection		
Battery calcs		
Conductor type and size		
Voltage Drop calcs		
Manufacturers, model numbers and listing information for equipment		
Ceiling height and construction detail		
CD (Compact Disk) copy of calculations and equipment cut sheets		
Fire Protection		
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		
CD (Compact Disk) copy of calculations and equipment cut sheets		