

# Non-Residential Land & Building Requirements Checklist



**DEVELOPMENT SERVICES DEPARTMENT**

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

This form is to be used for non-residential site plans or plot plans.  
 For additional information on Non-Residential projects, please reference the [Non-Residential Building Guidelines](#).

PLAN REVIEW TYPE			Office Use Only
<b>Building Permitting</b> New Building/Shell Addition Alteration/Pony Express Interior Completion Change of Use Building Code Zoning Code (UDO Sec 6)	<b>Site Permitting</b> New Building/Shell Addition Change of Use Building Code Zoning Code (UDO Sec 6) Mass Grading Only	≥12,000 sq. ft. disturbed area with no improvements = a grading permit and other permits may be required. An alternative review process may be necessary.	Transaction #
		<12,000 sq. ft. disturbed area with no improvements = No Grading permit required, but other permits may be needed.	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 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:

<b>GENERAL REQUIREMENTS FOR PERMITTING</b>			
To Be Completed by Applicant	Yes	To Be Completed by City Staff	
		Yes	No
1. A cover sheet is included identifying the project name, transaction number, and plan review type, along with a Site Data Summary Table with "existing" and "proposed" information, as it relates to land use per UDO Chapter 6 and parking calculations per UDO Article 7.1.			
2. Approved Concurrent Plans (if required)			
3. Completed City of Raleigh OR 2012 NC Building Code Summary Sheet must be printed on the plans			
4. Four sets of bound and rolled proposed plans (minimum size 18"x24" and not to exceed size 36"x42")			
5. 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)			
6. Refer to the Development Services Fee Schedule and note any changes in fees.			
7. Completed Shell Variable Form for each shell building			
8. Two copies of proposed suite layout for all new multi-tenant buildings, or approved suite layout for existing multi-tenant building			
9. Wake County private utilities permit			
10. 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)			
11. Digital copy of plans, calculations, and any support documentation for each submittal			
<b>ZONING REQUIREMENTS FOR NEW BUILDING, ADDITION, CHANGE OF USE &amp; ALTERATION</b>			
1. Architectural elevations providing grade points and dimensioning, 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) as 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.			
<b>BUILDING REQUIREMENTS FOR NEW BUILDING, SHELL, ADDITION, CHANGE OF USE &amp; ALTERATION</b>			
1. New and existing work			
2. Building plans: a) Foundation plan and details b) Floor plan c) Roof plan d) Structural plan			
3. Truss reactions			
4. Wall sections			
5. Fire rated walls legend			
6. U.L. designs for penetrations			
7. Building elevations			
Grade points and dimensioning to show compliance with height regulations, per UDO Sec 1.5.7.)			
8. Pre-cast drawings			
9. Pre-cast engineered drawings			
10. Metal building certification			
11. Energy code: a) Building b) Electrical c) Mechanical			
12. Accessibility details			

<b>ELECTRICAL REQUIREMENTS</b>			
To Be Completed by Applicant	Yes	To Be Completed by City Staff	
		Yes	No
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			
<b>PLUMBING REQUIREMENTS</b>			
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			
<b>MECHANICAL REQUIREMENTS</b>			
1. Mechanical equipment type			
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			
9. Zoning			
<b>FIRE PROTECTION REQUIREMENTS</b>			
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/uses hazardous materials)			
5. Hazardous Materials Permit Application required for fuel tanks			
<b>GENERAL REQUIREMENTS FOR MASS GRADING</b>			
1. I have referenced the Mass Grading Checklist and by using this as a guide, it ensures 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 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			

**GENERAL REQUIREMENTS FOR MASS GRADING (continued from page 3)**

To Be Completed by Applicant	Yes	To Be Completed by City Staff	
		Yes	No
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 grading more than 12,000 square feet			