



COMMERCIAL & MULTI-FAMILY CONSTRUCTION

Permits are required for the construction of new structures, additions or alterations for commercial or multi-family projects. The following information is provided to assist you with your application for a permit. When applying for the building permit, the following information must be provided:

- Two copies of the site plan drawn to scale
- Two complete sets of construction documents and plans that include the Building Code Summary.
- Two copies of specifications and plans for any sprinkler, fire alarm system, hood extinguishing system, or other special equipment
- A copy of any approvals already obtained pertaining to this project. This may include DOT, Land Disturbance, Environmental Health, PWC, Planning, or Dept. of Insurance-Engineering.
- A completed application. (also available at www.co.cumberland.nc.us)

CONSTRUCTION PLANS, DOCUMENTS & SPECIFICATIONS

Construction plans should be drawn to scale and clearly detail the work to be done. Projects must meet the current edition of the North Carolina State Building Code. The Building Code Summary should be included on the plans. All plans shall contain the name and address of the author. Plans required to be prepared by an architect or engineer shall be properly sealed. A general guideline of the information required is detailed below.

- **Structural Details:** Footings, foundations, floor/wall/roof framing, floor plan, size and use of each room, seating layouts, accessibility, rated details and design numbers, interior finish door/window schedule, door hardware, construction type, occupancy group, energy calculations, design loads. If this is an addition to an existing structure the square footage, construction type, occupancy group and occupancy load must be provided for the existing portion of the structure.
- ***Electrical Details:** Service equipment location, size, service overcurrent protection, conductor/conduit type & size, fixed electric heat, motors & disconnects, signs, emergency systems, exit lights, fire alarm systems, smoke detectors, lighting fixtures/outlet layout, rated-assembly penetration detail.
- ***Mechanical Details:** Equipment type-size-location, ductwork size-location-insulation, supply & return air outlet/inlet locations, exhaust fans, duct-mounted detectors, fresh air ducts, fire dampers, refrigerant lines, gas piping, equipment accessibility, equipment btu's, CFM's of the air handlers, condensation lines, rated-assembly penetration detail.
- ***Plumbing Details:** Fixture location, drainage-waste-vent system, water distribution diagram back flow protection, equipment accessibility, grease trap, leaders and storm drains, fixture accessibility, connections to water and sewer/septic tank, water heater locations, rated-assembly penetration detail.
- **Site Plan Details:** Site plan drawn to scale showing all structures, parking, loading spaces, easements, right-of-ways, signs, screening/buffering, storm drainage, topography and vicinity map.
- ****Fire Protection Details:**
 - Sprinkler Details:** Complete drawings to include specifications on equipment, hydraulic calculations, detailed work sheets, graph sheet, water supply information & thrust block construction.
 - Alarm Details:** To include working plans, specifications on equipment, battery calculations, monitoring
 - Hood Suppression System Details:** Working plans, current manufacturer's certification.
 - Aboveground Storage Tanks (AGST) & Underground Storage Tanks (UGST):** Site plan showing pipelines & tank locations, measurements to property lines, buildings, easements, etc. Specifications on tanks & product to be stored.

The plan review, provided all information is submitted and complete, will take approximately ten days.

**Separate applications are required in these areas and must be obtained by the appropriately licensed contractor.*

***Fire applications are required for these items and may be submitted with the building application.*

COMMERCIAL & MULTI-FAMILY CONSTRUCTION

INSPECTION REQUIREMENTS

The permit card must be posted in an accessible location at the job site. The permit holder shall maintain the permit card until the Certificate of Occupancy is issued. Plans must be available at the job site during inspections.

The following inspections will be made as well as any additional inspections deemed necessary by the Inspector to ensure compliance with the NC State Building Code.

- **Footing:** Prior to concrete placement—trenches excavated, grade stakes installed, all steel & supports in place and tied and all forms in place and braced.
- **Under Slab:** Prior to concrete placement. Any electrical, plumbing, heating and air conditioning must be installed, inspected and approved. All forms, vapor barriers, reinforcing steel in place and tied, and all welded wire fabric installed for building inspection.
- **Foundation:** After all foundation supports are installed, crawl space cleaned and leveled.
- **Rough-In:** Prior to wall or ceiling finishes or installation of the insulation. All pipes, chimneys, vents, flashing, insulation baffle and lintels in place. All concealed work--electrical, plumbing, heating, ventilation, and cooling--must be approved prior to the building rough-in inspection.
- **Insulation:** After the building rough-in has been approved and insulation and vapor barriers are in place.
- **Final:** To be made after all work is complete. Final approvals must be obtained in electrical, plumbing, heating and air conditioning, zoning and fire prior to a building final.
- **Fire Alarm:** Acceptance test on all devices; smoke test on smoke detection and duct detectors; electrical inspection of wiring.
- **Sprinkler System:** Underground—thrust blocks & hydrostatic test prior to covering; flush test; submittal of Contractor's Material & Test Certificate for Underground Piping prior to connection to aboveground piping. Aboveground—Rough-In of piping & hangers prior to concealing; hydrostatic test on piping; acceptance tests of all switches, pumps & alarm connection; flow test.
- **Hood Fire Suppression/Industrial Suppression Systems:** Acceptance test of shutdowns, alarms & air test. Mechanical smoke test on exhaust ducts.
- **AGST & UGST:** Pressure test on tanks and soap test on pipelines.

A Certificate of Occupancy will be issued when all final inspections, acceptance tests and documentation have been approved and the structure is ready for occupancy. Any request for temporary power or certificate of occupancy should be directed to the Building Inspector.

REQUEST FOR INSPECTION AND STATUS

Requests may be made by phone or fax, 24 hours a day (Fax 321-6637). If leaving a voice mail or sending a fax, please provide your ***name, permit number, the site address, phone number where you may be reached, and the type inspection requested.***

Stickers are left at the job site for approved inspections, or you may view the inspection result at www.co.cumberland.nc.us. Select "Search Inspections" from the main page and enter the permit number. Inspection results are updated daily between 5:30 and 6:00 pm.

INSPECTOR OFFICE HOURS

Inspectors are in the office from ***7:30 – 8:30 am and 4:00 – 5:00 pm.*** If you have any questions pertaining to your work or the inspections required, please contact your inspector.

FIRE INSPECTION

The Fire Marshal's office may be reached at (910)321-6736 from 8:00 – 5:00 pm.