



# Henderson County Building Inspections

## Commercial Plan Review Submittal Requirements

Included	<input type="checkbox"/> Completed permit application with thorough description of work <input type="checkbox"/> Cost of Work <input type="checkbox"/> License numbers for General Contractors and all Subcontractors <input type="checkbox"/> General Contractor's Signature
<p>(per 106.2 Admin Code) Plans are "authored" to bear the name, address and signature of person responsible for the design and marked "For Construction" with seals if produced by a design professional. Plans are required to be drawn to scale with clarity &amp; details of the work.</p>	
Yes  N/A	Plans shall be sealed, signed and dated by a NC design professional. (Law & Admin Section 204.35) <input type="checkbox"/> if completed construction cost exceeds \$300,000 <input type="checkbox"/> if gross square footage is greater than 3000SF <input type="checkbox"/> if alters or effects the structural system <input type="checkbox"/> if changes access or exit patterns <input type="checkbox"/> if changes live or dead loads
Yes  N/A	<input type="checkbox"/> Completed Commercial Building Permit Application <input type="checkbox"/> Submit plans through the online portal: <a href="https://co-henderson-nc.smartgovcommunity.com/Public/Home">https://co-henderson-nc.smartgovcommunity.com/Public/Home</a> <input type="checkbox"/> Please note the architect or lead designer to be our point of contact regarding the project. <input type="checkbox"/> Plans must be submitted with a <b>completed</b> Appendix-B <input type="checkbox"/> Project drawings must be drawn to scale, legible, and fully indicate the nature & scope of work. <input type="checkbox"/> Show all parking, handicap parking and access aisles, handicap parking signage details, all walkways, accessible egress, distances to the property lines, distances from other structures on the parcel, all utility locations and sizes (proposed and existing), existing and proposed grades, curb openings, ramps, landings, retaining walls, etc.
Included  N/A	Review Chapter 17 NCBC for special inspection requirements. If your building falls into one of the categories of Section 1704.1.2 special inspection and testing by a third party will be required (provide a schedule of special inspection services in Appendix-B on the structural drawings).

Included N/A	<u>Footing/Foundation Plan</u> : include details and dimensions (including footing, sizes, reinforcing steel, soil bearing capacity, anchor bolt details etc).
Included N/A	<u>Life Safety Plan</u> : Please show exiting and life safety plan. Show construction designs, penetration designs and details for <u>all rated</u> walls, floors, ceilings, roofs, shafts, etc. Identify exits, stairs, doors, corridors, rated walls, and occupant load.
Included N/A	<u>Building Elevations</u> : Show floor to floor height, overall building height, and number of stories with adjacent grade indicated.
Included N/A	If appropriate, please show the extent of any <u>hazardous locations</u> . Submit complete data on the type and the amount of hazardous materials stored, processed, manufactured, or used in this facility (provide MSDS sheets)
Included N/A	<u>Floor Plan</u> : If the work involves only a portion of a building, an overall plan shall be provided showing the entire building with the area of new construction highlighted. Floor plans for each floor (identify the names and uses of each room) including dimensions, door locations, door swings, & windows. Indicate toilet fixture locations & accessible turning radius areas.
Included N/A	Show how <b><u>NC Accessibility Code</u></b> requirements are met with reference to path-of-travel (outside/inside the building), area of refuge, restrooms, shower rooms, break-rooms, reception areas, cashier, customer service counters, elevated stages, platforms, etc.
Included N/A	<u>Framing Plan</u> : <ul style="list-style-type: none"> <li>• Provide structural plans and details as needed (including columns, girders, joists, rafters, beams, headers, lintels, connection details, etc).</li> <li>• If building being constructed is a pre-engineered metal building you must submit two sets of the metal building plans <u>or</u> a letter of engineering certification sealed, signed, and dated from the designer along with your project drawings.</li> <li>• Provide wall sections for all interior and exterior walls and other framing details as needed.</li> <li>• Ceiling plan layout and details (ceiling heights, type of ceiling, soffits, sprinkler heads, etc.)</li> <li>• Roof plan layout and details (roof slopes &amp; drainage, scuppers, concentrated loads, access, etc.)</li> <li>• Stairway details (width, risers, treads, handrails, guardrails, landings, headroom, etc.)</li> </ul>
Included N/A	<u>Window and Door</u> schedules <b><u>must be</u></b> included in your drawings (identify all rated doors, windows, frame types, door hardware, sizes of glazing and tempered safety glass, etc)

Included N/A	<u>Finish Schedule</u> identifying all interior finishes for all rooms/spaces in the building.
Included N/A	Provide a <b>complete</b> layout plan with the details for the <b>Plumbing</b> systems.
Included N/A	Provide a <b>complete</b> layout plan with the details for the <b>Mechanical</b> systems.
Included N/A	Provide a <b>complete</b> layout plan with the details for the <b>Electrical</b> systems.
Included N/A	<p><u>Fire &amp; Sprinkler Plan</u>: Fire Alarm plans and details, when appropriate or required by code, must be supplied to this department <b>and</b> to the City or County Fire Marshal Office that has jurisdiction. Refer to section 907.1.1 of the NC Building Code for required construction documents.</p> <p>General layout and details of Sprinkler System, when appropriate or required by code, must be supplied to this department. Detailed plans, shop drawings, calculations, etc. must be submitted both to this department <b>and</b> the City or County Fire Marshal Official that has jurisdiction.</p>

Commercial plan submittal form  
Updated 5/19/2020



100 N. King St.  
Hendersonville, NC 28792  
Phone: 828-697-4830  
www.hendersoncountync.gov

# Commercial Building Permit Application

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Project Address:** \_\_\_\_\_

**Property Owner(s)** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Phone#** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**Contact Person for Project:** \_\_\_\_\_ **Phone#** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**Directions to Project:** \_\_\_\_\_  
\_\_\_\_\_

**Type of Work:** (Check All that Apply)

- New Construction     Addition     Remodel/Alteration     Change of Use     Upfit
- Retaining Wall

**Occupancy Type:** (Check All that Apply)

- Assembly     Business     Educational     Factory/Industrial     Hazardous
- Institutional     Mercantile     Residential (Hotels, Assisted Living, Dormitory etc...)
- Storage     Utility/Miscellaneous

**Description of Work** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total sq. ft.** \_\_\_\_\_ **# of stories** \_\_\_\_\_ **Lien Entry #** \_\_\_\_\_

How are footings supported?    engineered fill **or**    undisturbed soil?  
(If engineered fill, engineer reports are required to be submitted with application/plan review)

Is the project located in a flood plain?     Yes     No (If yes, additional paperwork may be required)

**Total Project Cost:** \$ \_\_\_\_\_  
(The project cost must include material and labor for scope of permit, **including** electrical, mechanical, and plumbing work)

**Utilities**

- Electric:**     Duke Energy    Duke Energy Progress
- Heat Source:**    Natural Gas (# of Gas Appliances \_\_\_\_\_)    LP Gas (# of Gas Appliances \_\_\_\_\_)
- Heat Pump/AC    Other: \_\_\_\_\_
- Water:**     Private Well     Hendersonville Water     Asheville Water
- Sewer:**     Private Septic     Hendersonville Sewer     MSD Sewer    Etowah Sewer

# Commercial Building Permit Application

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Are you the owner of the property/building acting as the contractor? Yes  No

*(If yes, additional forms & documents are required)*

**Building Contractor** \_\_\_\_\_ License # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 E-Mail \_\_\_\_\_ Phone # \_\_\_\_\_

**Electrical Contractor:** \_\_\_\_\_ Phone # \_\_\_\_\_ License # \_\_\_\_\_

**HVAC Contractor:** \_\_\_\_\_ Phone # \_\_\_\_\_ License # \_\_\_\_\_

**Gas Piping Contractor:** \_\_\_\_\_ Phone # \_\_\_\_\_ License # \_\_\_\_\_

**Plumbing Contractor:** \_\_\_\_\_ Phone # \_\_\_\_\_ License # \_\_\_\_\_

**Fire Sprinkler Contractor:** \_\_\_\_\_ Phone # \_\_\_\_\_ License # \_\_\_\_\_

**Fire Alarm Contractor:** \_\_\_\_\_ Phone # \_\_\_\_\_ License # \_\_\_\_\_

**Refrigeration Contractor:** \_\_\_\_\_ Phone # \_\_\_\_\_ License # \_\_\_\_\_

**Hood System Contractor:** \_\_\_\_\_ Phone # \_\_\_\_\_ License # \_\_\_\_\_

I hereby certify that I have the authority to make the necessary application, that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances. The Inspection & Permits Department shall be notified of any changes in the approved plans and specifications for the project herein prior to implementation.

**Signature of Permit Holder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name of Permit Holder:** \_\_\_\_\_

## Office Use Only

(Stamp)