



## COMMERCIAL PLAN REVIEW CHECKLIST

This checklist is required to accompany all commercial building permit applications.

Commercial building applications must be submitted digitally through Dplans

[durhamnc.gov/467/Dplans](http://durhamnc.gov/467/Dplans)

# Inspections

Address from Building Application \_\_\_\_\_

Items marked with an asterisk, are required for submittal. Failure to provide these documents will result in rejection of this submittal.

TO BE COMPLETED BY APPLICANT		
Application Requirements	Check	N/A
* Completed and signed building permit application. Complete means no line left unaddressed or TBD. Applications without addresses and/or correct suite numbers, or recorded plat information cannot be submitted for review.		
* Approved site plan number, or written verification that no site plan is required from City-County Planning staff.		
* Designated Lien Agent form with the correct address and suite number for projects costing \$30,000 or more. Applications without a Lien Agent form cannot be submitted for review.		
* Executed contract, Letter of Intent signed by owner or a cost breakdown as a minimum. Applications without an Executed contract, Letter of Intent form or a cost breakdown as a minimum cannot be submitted for review.		
* Affidavit of Worker's Compensation Coverage form is required for projects costing \$30,000 or more. Applications without an Affidavit of Worker's Compensation Coverage form cannot be submitted for review.		
* Completed Appendix B. Complete means no line left unaddressed or TBD. Incomplete Appendix B information cannot be submitted for review.		
Construction plans are signed, sealed and dated per N.C. Admin Code 204.3. All plans shall be legible and to scale. Digital documents shall have all security removed and a designated space in the title block for the reviewers approval stamp.		
"Draft" or "Not for Construction" notes on the plans have been removed.		
I understand if there are unsatisfied parcel conditions that are brought to my attention during the plan review, it will be my responsibility to address those conditions with the department(s) having jurisdiction.		
Special inspections schedule.		
There should be no discrepancy between the building permit application's job description and the scope of work depicted on the plans.		

Completed NC Appendix B.	Check	N/A
a. Name of project and address /location information.		
b. Design professional information.		
c. Code edition.		
d. Building data.		
e. Project Summary		
f. Building Description		
g. Scope of Work		
h. Allowable area.		
i. Allowable height.		
j. Fire protection requirements.		
k. Life safety system requirements.		
l. Life safety plan requirements.		
m. Accessibility.		
n. Plumbing fixture requirements.		
o. Energy summary.		
p. Electrical summary.		
q. Mechanical summary.		

Plans shall include, but not limited to, the following criteria:	Check	N/A
A. Must include plans for all disciplines indicated on the permit application.		
B. The following information shall be shown on the plans (if not applicable mark N/A).		
C. Building Plans	Check	N/A
Properly sealed in accordance with N.C. design professional requirements.		
Life Safety Plans.		
Occupant load calculations.		
Exit access travel distance (Exits through adjoining spaces where allowed by code, shall be clearly delineated).		
Number of exits with corresponding building/space diagonal distance and distance between exits.		
Common path of egress travel distances.		
Corridor widths.		
Dead end corridor dimensions.		
Special locking arrangements/ Panic hardware detailed where applicable.		
Stair and other shaft ratings.		

Fire separation requirements.		
Structural design and details as applicable.		
2015 Existing Buildings Code decision diagram when utilizing EBC.		
Occupancy of adjacent spaces when applicable.		
<b>D. Accessibility</b>	<b>Check</b>	<b>N/A</b>
Accessibility to and through building/facility's common areas.		
Accessible entrance details.		
Accessible bathroom details and clearances.		
Door approach clearances.		
Show clear floor spaces.		
Elevator details.		
Accessible counters height and width.		
Area of refuge/area for assisted rescue details.		

TO BE COMPLETED BY APPLICANT		
<b>E. Electrical</b>	<b>Check</b>	<b>N/A</b>
Design professional sealed in accordance with state law.		
Complete plans for proposed work and any demolition of existing electrical.		
One line diagram of the service/feeder riser.		
Panel schedules/load calculations.		
For PV installations include a three line diagram and specification sheets for new equipment including but not limited to Modules, Inverters, Combiners etc.		
<b>F. Plumbing</b>	<b>Check</b>	<b>N/A</b>
Design professional sealed in accordance with state law.		
Fixture count calculations based on occupant load.		
Toilet stall dimensions, length and width.		
Isometric riser/venting diagram.		
Vents on floor drains		
Show clear floor spaces for all plumbing fixtures (accessibility code).		
Show fixture elevations with height and width dimensions (accessibility code).		
Grease trap approval from the Industrial Pretreatment Coordinator in the Water Management Department of the City of Durham.		
<b>G. Mechanical</b>	<b>Check</b>	<b>N/A</b>
Design professional sealed in accordance with state law.		
Dryer vent length schedule when applicable.		
Fire dampers/proper protection for rated assembly penetrations clearly delineated.		
Clearly list rated assemblies on plans.		
Outside air calculations included on plans.		
Correct UL assembly and details on plans.		
Detailed plans for Type one hoods and related duct work if applicable.		
Gas piping diagrams on mechanical plans.		

It is acknowledged by placing a mark in the above requirements, and my signature below, that: I have verified that all applicable information is included in the construction plans and application. Furthermore, I understand that any omissions will result in disapproval of this application. It is also acknowledged there may be a re-review fee for omissions resulting in disapproval of initialed requirements for this application.

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Name

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Signature

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Date