



Additions

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Residential Small Project Review Checklist

A checklist is required to accompany all Residential Small Project Review Building permits.

Inspections

TO BE COMPLETED BY APPLICANT		
Omission of any requirements below will result in rejection of the application package and requiring a complete package submittal.		
Application Requirements	YES	N/A
Completed and signed building permit application with correct address number. Complete means no required line left unaddressed or TBD. Incomplete applications without addresses or recorded plats cannot be submitted for review.		
A completed Smoke/Carbon Monoxide Alarm Form.		
Scale Plot Plan if there is any addition to, or change of, footprint on parcel. This includes proposals that include decks. A sealed survey may be required.		
Designated Lien Agent form or a notarized Lien Agent Waiver with the correct address for projects costing \$30,000 or more. Applications without a Lien Agent form cannot be submitted for review.		
Construction plans are signed 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 stamp before submittal.		
"Draft" or "Not for Construction" notes on the plans have been removed.		
There should be no discrepancy between the building permit application's job description, the required checklist, the detailed scope of work and what is shown on the plans.		
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.		
Zoning requirements for parcel (City-County Planning Department) Including but not limited to; Watershed, Historic, Neighborhood Protection and Airport overlays addressed concerning any requirements relating to such.		
Modular homes being renovated will need a stamped, signed and dated structural design specifically verifying your project.		
A detailed scope of work: Include any changes to room use, layout of rooms, number and use habitable rooms and bathrooms and powder rooms. If this project includes an accessory dwelling, please mention it in the scope of work. If a new or replacement deck or porch is planned as part of a renovation or an addition, please mention it. Include the areas of all additions, decks or porches.		
A valid building or residential contracting license issued by the North Carolina Licensing Board for General Contractors or a notarized Homeowner's Exemption Form for projects in excess of \$30,000 is required.		

Building Requirements	YES	N/A
Copy of plot plan sealed by a North Carolina licensed surveyor showing the proposed structure(s).		
a. Provide the existing and proposed structure(s) showing distances to property lines in accordance with the Unified Development Ordinance. (UDO). Include proposed decks and/or porches as well. The proposed setbacks of the addition should be measured perpendicularly from the nearest property lines to the nearest part of the proposed addition.		
b. Impervious calculations may be required if the property is in a watershed overlay. If so, provide the proposed and allowable area in square feet. Consult Planning at (919) 560-4137 to confirm the presence of possible watershed overlays.		
c. Stream and no build buffers and any easements with all corresponding dimensions.		
d. Mechanical equipment location.		
e. Flood Plain survey with corresponding FEMA data.		

Plans shall include, but are not limited to, the following criteria:		
A. Must be Legible		
B. Must match plot plan in footprint and orientation		
C. Must be to scale		
D. The following information shall be shown on the plans (if not applicable mark N/A):		
Footing size/spacing (section 403)		
Proper type foundation (chapter 4)		
Foundation ventilation (section 408.8)		
Crawl space access 18"x24" (section 408.8) or if closed crawl space (section 409)		
Pier size/spacing (section 403 table 403.1(2); section 606.6, table 606.9)		

Chimney footings (section 1001.2)		
Drainage requirements (section 405; section 801.3; section 401.3)		
Room sizes & types (section 304)		
Window sizes, light & ventilation (section 303)		
Tempered glass, hazardous locations (section 308.4)		
Egress doors, path of travel (section 310.1; section 311)		
Emergency egress window from bedroom (section 310) Please note: Ensure that any addition does NOT affect compliance.		
Stair requirements (section 311.7)		
Handrail & guardrail requirements (section 312)		
Slab on ground requirements (section 506)Termite inspection gap 318.4.5.2		
Garages; slab requirements (section 309.1)		
Garages; separation requirements (section 302.5; section 302.6)		
Bath areas (section 307; section 702.4)		
Deck requirements (section 502.2.2; appendix M)		
Attic ventilation requirements (section 806)		
Attic access 20"x30" (section 807)		
Chimneys and fireplaces (chapter 10)		
Interior and Exterior wall coverings (chapter 7)		
Proper size girders (T602.7(1); T602.7(2); T602.7(3)		
Joist size, spacing, & span (tables 502.3.1(1) and 502.3.1(2))		
Proper bearing for wood framing (section 502.6)		
Floor framing, wood and steel (chapter 5)		
Wall framing, wood and steel (chapter 6)		
Roof framing, wood and steel (chapter 8)		
Insulation values and energy code compliance (chapter 11 & table 1102.1)		
Anchorage requirements to slab & foundation (section 403.1.6)		
Roof slope & coverings (chapter 8; chapter 9)		
Wall bracing (section 602.10)		

It is acknowledged by initialing the above residential requirements, that: I have verified that all the above information is included in the construction plans and applications and understand that any omissions will result in disapproval of this application. It is also acknowledged there will be a re-review fee for omissions resulting in disapproval of initialed requirements for applications. As soon as my application is entered in the Inspections Department's LDO system, I will receive an e-mail directing me to pay an application fee online. This fee must be paid prior to any review by a Small Project Review plans reviewer. Acceptance of a building permit application for entry in our system does not constitute a review or approval.

Your review will be conducted in the order it was received. An office visit, while sometimes warranted, does *not* guarantee a faster re-review or approval nor does it eliminate the requirement for your updated revisions to be entered in the Small Project Review queue.

Signature

Date