

Final Site Review and Commercial Building Requirements



DEVELOPMENT SERVICES DEPARTMENT

Development Services Customer Service Center | 1 Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495
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Plan Review Type			OFFICE USE ONLY
Building Permitting <input type="checkbox"/> New Building/Shell <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Pony Express <input type="checkbox"/> Interior Completion <input type="checkbox"/> *Change of Use per Building or Zoning Code <12,000 sq. ft. disturbed area with improvement = Building and Site submitted together	Site Permitting <input type="checkbox"/> New Building/Shell <input type="checkbox"/> Addition <input type="checkbox"/> *Change of Use per Building or Zoning Code <input type="checkbox"/> Final Site Review ≥12,000 sq. ft. disturbed area with improvements = Site Only (Building must be submitted separately)	<input type="checkbox"/> Mass Grading Only ≥12,000 sq. ft. disturbed area with no improvements = Mass Grading Only <12,000 sq. ft. disturbed area with no improvements = no permit required	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Transaction Number</div> <input type="checkbox"/> *Site Plan <input type="checkbox"/> Plot Plan <i>*Site Plans may require Planning Commission approval</i>
If your project has been through preliminary review or site review, provide the Development Case Number:			
Provide all previous transaction numbers for Coordinated Team Reviews, Due Diligence Sessions 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:		

TO BE COMPLETED BY APPLICANT	YES	N/A	COMPLETED BY CITY STAFF		
			YES	NO	N/A
General Requirements – Permitting					
1. I have referenced the Commercial Building Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh.	<input type="checkbox"/>				
2. Approved Infrastructure Construction Plans , if required	<input type="checkbox"/>	<input type="checkbox"/>			
3. Completed City of Raleigh Building Code Summary Sheet must be printed on the plans	<input type="checkbox"/>				
4. Four (4) sets of bound and rolled proposed plans (minimum size 18"x24" not to exceed 36"x42"), to architectural scale, including date of preparation, all revision dates (for re-submittals only), and sealed by design professional, if applicable and one (1) electronic copy on CD. ONLY Cell towers and co-locates may be submitted on 11" x 17" sheet	<input type="checkbox"/>	<input type="checkbox"/>			
5. One (1) extra set of plans, if required by Wake County Health Department. Must include the Wake County Food Service Application and Wake County Environmental Services Review Guide (Appendix S)	<input type="checkbox"/>	<input type="checkbox"/>			
6. Payment to cover Commercial Plan Review, for all new commercial construction, changes in building occupancy type and additions greater than 4,000 square feet require a non-refundable plan review fee to be paid at the time of plan submittal	<input type="checkbox"/>	<input type="checkbox"/>			
7. Completed Shell Variable Form for each shell building	<input type="checkbox"/>	<input type="checkbox"/>			
8. Two (2) copies of proposed suite layout for all new Multi-tenant buildings or approved suite layout for existing multi-tenant building	<input type="checkbox"/>	<input type="checkbox"/>			
9. Permit from Wake County for Private Utilities	<input type="checkbox"/>	<input type="checkbox"/>			
10. Copy of letter/email from Pretreatment Coordinator printed on each set of plans approving pretreatment system and sizing calculations (food service establishments & vehicle maintenance facilities only)	<input type="checkbox"/>	<input type="checkbox"/>			
Building Requirements - FOR NEW BUILDING, SHELL, ADDITION, CHANGE OF USE & ALTERATION					
1. New and Existing work	<input type="checkbox"/>	<input type="checkbox"/>			
2. Building Plans: a) Foundation Plan & Details b) Floor Plan c) Roof Plan d) Structural Plan	<input type="checkbox"/>	<input type="checkbox"/>			
3. Truss Reactions	<input type="checkbox"/>	<input type="checkbox"/>			
4. Wall Sections	<input type="checkbox"/>	<input type="checkbox"/>			
5. Fire Rated Walls Legend (s)	<input type="checkbox"/>	<input type="checkbox"/>			
6. U.L. Designs for Penetrations	<input type="checkbox"/>	<input type="checkbox"/>			
7. Building Elevations	<input type="checkbox"/>	<input type="checkbox"/>			
8. Pre-Cast Drawings	<input type="checkbox"/>	<input type="checkbox"/>			
9. Pre-Cast Engineered Drawings	<input type="checkbox"/>	<input type="checkbox"/>			
10. Metal Building Certification	<input type="checkbox"/>	<input type="checkbox"/>			
11. Energy Code: a) Building a) Electrical b) Mechanical	<input type="checkbox"/>	<input type="checkbox"/>			
12. Accessibility Details	<input type="checkbox"/>	<input type="checkbox"/>			
Electrical Requirements					
1. Reflected Ceiling Plan	<input type="checkbox"/>	<input type="checkbox"/>			
2. Power Plan	<input type="checkbox"/>	<input type="checkbox"/>			
3. Riser Diagrams	<input type="checkbox"/>	<input type="checkbox"/>			
4. Fire Rated Walls Legend	<input type="checkbox"/>	<input type="checkbox"/>			
5. U.L. Designs for Penetrations	<input type="checkbox"/>	<input type="checkbox"/>			
6. Panel Location and Schedules	<input type="checkbox"/>	<input type="checkbox"/>			
7. Electrical Load Calculations	<input type="checkbox"/>	<input type="checkbox"/>			
8. Fire Rated Penetrations	<input type="checkbox"/>	<input type="checkbox"/>			
9. Receptacle Plan	<input type="checkbox"/>	<input type="checkbox"/>			
10. Fire Alarm/Smoke Detector	<input type="checkbox"/>	<input type="checkbox"/>			

Plumbing Requirements					
1. Fixture and Equipment Plan	<input type="checkbox"/>	<input type="checkbox"/>			
2. Hot and Cold Water Riser	<input type="checkbox"/>	<input type="checkbox"/>			
3. Waste and Vent Riser	<input type="checkbox"/>	<input type="checkbox"/>			
4. Plumbing Load Calculations	<input type="checkbox"/>	<input type="checkbox"/>			
5. Fire Rated Walls Legend	<input type="checkbox"/>	<input type="checkbox"/>			
6. U.L. Designs for Penetrations	<input type="checkbox"/>	<input type="checkbox"/>			
7. Fire Rated Penetrations	<input type="checkbox"/>	<input type="checkbox"/>			
8. Minimum Facility Calculations	<input type="checkbox"/>	<input type="checkbox"/>			
Mechanical Requirements					
1. Mechanical Equipment type	<input type="checkbox"/>	<input type="checkbox"/>			
2. Equipment location	<input type="checkbox"/>	<input type="checkbox"/>			
3. Dampers and Detail	<input type="checkbox"/>	<input type="checkbox"/>			
4. Fire Rated Penetrations	<input type="checkbox"/>	<input type="checkbox"/>			
5. Fire Rated Walls Legend	<input type="checkbox"/>	<input type="checkbox"/>			
6. U.L. Designs for Penetrations	<input type="checkbox"/>	<input type="checkbox"/>			
7. Gas Riser Diagram	<input type="checkbox"/>	<input type="checkbox"/>			
8. Refrigerator Calculations	<input type="checkbox"/>	<input type="checkbox"/>			
Fire Protection Requirements					
1. CD required for sprinkler calculations, cutsheets and fire alarm	<input type="checkbox"/>	<input type="checkbox"/>			
2. Sprinkler Plans, if sprinklered	<input type="checkbox"/>	<input type="checkbox"/>			
3. Fire Alarm Plans for all new sprinkler systems and all elevators and if required by code for all other occupancies	<input type="checkbox"/>	<input type="checkbox"/>			
4. Does business store or use Hazardous Materials? If yes, submit Hazardous Materials Permit Application	<input type="checkbox"/>	<input type="checkbox"/>			
5. Fuel Tanks? If yes, submit Hazardous Materials Permit Application	<input type="checkbox"/>	<input type="checkbox"/>			

General Requirements – Final Site Review					
1. I have referenced the Final Site Review Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh	<input type="checkbox"/>				
2. Land disturbing activity plans review fee (see Development Fee Schedule for rate)	<input type="checkbox"/>	<input type="checkbox"/>			
3. Four (4) sets of bound and rolled proposed plans (minimum size 18"x24" not to exceed 36"x42"), to engineering scale (1"=20', 1"=100', etc.), including date of preparation, all revision dates (for re-submittals only), and sealed by design professional and one (1) electronic copy on CD. ONLY Cell towers and co-locates may be submitted on 11" x 17" sheets	<input type="checkbox"/>				
4. The following items must be printed on the Plan Cover Sheet : (Do not submit separately or staple.) a) Print and complete the Site and Commercial Building Data Sheet to the Plan Cover Sheet (Change of Use, Addition, New Bldg/Shell and Site review) b) Sheet Index c) Vicinity Map no smaller than 1"=500' and no larger than 1"=1000', showing the position of the site, it's relation to surrounding streets and properties, with true North arrow d) And, if zoned Conditional Use District, list all conditions and how the plan complies	<input type="checkbox"/>				
5. The most recent Recorded Map or Boundary Survey (included in each set)	<input type="checkbox"/>	<input type="checkbox"/>			
6. Existing Conditions Plan	<input type="checkbox"/>				
7. Proposed Site Plan	<input type="checkbox"/>				
8. Proposed Grading and Drainage Plan	<input type="checkbox"/>	<input type="checkbox"/>			
9. Proposed Sediment and Erosion Control Plan	<input type="checkbox"/>	<input type="checkbox"/>			
10. NPDES Stabilization Plan (required if disturbing 1.0 acre or more)	<input type="checkbox"/>	<input type="checkbox"/>			
11. Proposed Utility Plan	<input type="checkbox"/>	<input type="checkbox"/>			
12. Proposed Tree Conservation Plan	<input type="checkbox"/>	<input type="checkbox"/>			
13. Proposed Landscaping Plan	<input type="checkbox"/>	<input type="checkbox"/>			
14. Detail Sheets	<input type="checkbox"/>	<input type="checkbox"/>			
15. Building Elevations that show maximum height from natural and finished grade	<input type="checkbox"/>	<input type="checkbox"/>			
16. Plan sheets should have a legend defining all symbols, and north arrow printed on the plans	<input type="checkbox"/>				
17. One (1) separate set of Stormwater Calculations Package	<input type="checkbox"/>	<input type="checkbox"/>			
18. For secondary tree conservation areas include two (2) copies of the Tree Cover Report completed by a	<input type="checkbox"/>	<input type="checkbox"/>			

certified arborist, North Carolina licensed landscape architect, or North Carolina registered forester					
19. A Financial Responsibility Form , if grading more than 12,000 sq. feet	<input type="checkbox"/>	<input type="checkbox"/>			
20. Are there any retaining walls greater than 5' in height on the site? If yes, please print special inspections statement on the plans	<input type="checkbox"/>	<input type="checkbox"/>			
General Requirements – Mass Grading					
1. I have referenced the Mass Grading Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh	<input type="checkbox"/>				
2. Land disturbing activity plans review fee (see Development Fee Schedule for rate)	<input type="checkbox"/>	<input type="checkbox"/>			
3. Four (4) sets of bound and rolled proposed plans (minimum size 18"x24" not to exceed 36"x42"), to engineering scale (1"=20', 1"=100', etc.), including date of preparation, all revision dates (for re-submittals only), and sealed by design professional and one (1) electronic copy on CD.	<input type="checkbox"/>				
4. Vicinity Map no smaller than 1"=500' and no larger than 1"=1000', showing the position of the site, it's relation to surrounding streets and properties, with true North arrow	<input type="checkbox"/>				
5. Existing Conditions Plan	<input type="checkbox"/>				
6. Proposed Grading	<input type="checkbox"/>	<input type="checkbox"/>			
7. Proposed Sediment and Erosion Control Plan	<input type="checkbox"/>	<input type="checkbox"/>			
8. NPDES Stabilization Plan (required if disturbing 1.0 acre or more)	<input type="checkbox"/>	<input type="checkbox"/>			
9. Proposed Tree Conservation Plan	<input type="checkbox"/>	<input type="checkbox"/>			
10. Detail Sheets	<input type="checkbox"/>	<input type="checkbox"/>			
11. Sediment & Erosion Control Calculations	<input type="checkbox"/>	<input type="checkbox"/>			
12. Plan sheets should have a legend defining all symbols, and north arrow printed on the plans	<input type="checkbox"/>				
13. For secondary tree conservation areas include two (2) copies of the Tree Cover Report completed by a certified arborist, North Carolina licensed landscape architect, or North Carolina registered forester	<input type="checkbox"/>	<input type="checkbox"/>			
14. A Financial Responsibility Form , if grading more than 12,000 sq. feet	<input type="checkbox"/>	<input type="checkbox"/>			
15. Are there any retaining walls greater than 5' in height on the site? If yes, please print special inspections statement on the plans	<input type="checkbox"/>	<input type="checkbox"/>			