

TOWN OF FOUR OAKS BUILDING INSPECTIONS DEPARTMENT

304 N. MAIN ST. FOUR OAKS, NC 27524 PHONE: (919)963-3112 FAX:(919)963-3113

Email Mike Cook at buildinginspector@fouroaks-nc.com

COMMERCIAL PERMIT APPLICATION

Submission Requirements:

Three (3) complete sets of plans and specifications, a site plan with all accessibility features and a completed **Commercial Permit Application** shall be submitted with each project. All plans must be designed using the 2018 NC Building Codes and that information must be stated on the plans. Each commercial project shall include a **Building Code Summary and a Building Accessibility Summary for Commercial Projects** reproduced on the first sheets of the plans. **Each page of the plans shall bear the name, signature and address of the Designer of Record.** Professional seals, when applicable to the project, must appear on each sheet and must be signed and dated by the designer. Also, the designer must be registered in North Carolina. Provide an energy code summary for Building, Electrical and Mechanical. All plans must be collated and stapled together.

The applicant is responsible for applying and fulfilling the submittal requirements for Public Utilities, Zoning and Environmental Services.

NOTE: Energy Statements are required on interior completions and additions.

If a Zoning Permit for the project has already been obtained, include a copy of the permit or approval letter along with the plan submittal. Before a Building Permit can be issued, **proof of Zoning Permit must be submitted. Proof that all water, sewer and assessment fees have been paid must be presented before a permit will be issued.**

Incomplete plans will be returned without a review. Major revisions (field revisions) which require another review after permit issuance will require the plans to be resubmitted for review.

If, at the time of application, the individual subcontractors are unknown, just check the individual trades that will apply for the permit, however, the subcontractor information must be completed before a permit will be issued. Be sure to complete the "Contact Information" section, sign and date the permit application. Please make sure that the application is legible. If we can't read the application, we cannot contact you.

A permit will not be issued on plans that are marked "NOT FOR CONSTRUCTION" or "PRELIMINARY DRAWINGS". All plans submitted must be "FINAL CONSTRUCTION".

Review Process:

The review process generally takes from three (3) to fourteen (14) days, depending on the complexity of plans. The individual listed in the "Contact Information" will be contacted with any comments.

Revisions:

Cloud all changes, notes and other pertinent information in order to clearly identify revisions without the reviewer having to go through the complete review process again. Plans should list the date of each revision. A letter of transmittal shall accompany each set of plans describing changes/response for each trade and the location of the change.

COMMERCIAL SITE PLAN SUBMISSION REQUIREMENTS:

1. Plans must be drawn to scale.
2. Show location of all accessible routes and accessibility features. Site plans must meet the accessibility requirements of Chapter 11 of the 2018 NC Building Code and ICC A117.1.
 - a. Accessible parking
 - b. Accessible parking signs (locations and sign details)
 - c. Construction details and locations of any required curb cuts and/or ramps.
 - d. Show location of all building entrances and exits and the accessible routes from the building leading to the public way.
3. Show location of all public utilities (water and sewer)
4. Show location of all existing fire hydrants and the proposed location of any new hydrants to be installed.
5. Sewer: If public sewer is to be used, state such on plans and show proposed routing of sewer lines and locations of tie in. If septic system is being utilized, show location of tank in relation to building and identify drain fields and repair areas. Mark distance from building and property lines for all parts of the septic system.
6. All setbacks and easements must be shown on plans with all distances marked.
7. The plans must bear the name, address and signature of the person(s) responsible for drawing the plans.

FIRE ALARM SUBMISSION REQUIREMENTS:

Shop drawings for fire alarm systems shall be submitted for review and approval prior to system installation. Drawing should include, but not limited to, all of the following where applicable to the system being installed.

1. A floor plan that indicates the use of all rooms
2. Locations of alarm-initiating devices
3. Locations of alarm notification appliances, including candela ratings for visible alarm notification appliances
4. Design minimum audibility level for occupant notification
5. Location of fire alarm control unit, transponders and notification power supplies
6. Annunciators
7. Power Connection
8. Battery Calculations
9. Conductor type and sizes
10. Voltage drop calculations
11. Manufacturers' data sheets indicating model numbers and listing information for equipment, devices and materials
12. Details of ceiling height and construction
13. The interface of fire safety control functions
14. Classification of the supervising station

[NC Fire Prevention Code- Section 907.1.2]

LEIN AGENT DESIGNATION REQUIREMENT:

A lien agent designation is required for all jobs over \$30,000 in total costs. (www.liensnc.com)

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COMMERCIAL PERMIT APPLICATION

**** ALL SECTIONS MUST BE COMPLETED BEFORE SUBMITTAL OR APPLICATION WILL NOT BE PROCESSED ****

APPLICANT INFORMATION:

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Email: _____

Property Owner Address: _____

Property Owner Phone: _____ Email: _____

PROJECT INFORMATION:

Project Name: _____

Project Address: _____

Project Manager Name and Phone: _____

(if different from applicant)

CONSTRUCTION AND BUILDING DETAILS:

Type of Permit:

___ NEW ___ FIT UP ___ ADDITION ___ REMODEL ___ TRADE (type _____)

___ CHANGE OF TENANT: FORMER TENANT: _____ NEW TENANT: _____

___ CHANGE OF OCCUPANCY: FORMER OCCUPANT _____ NEW OCCUPANT _____

TYPE OF BUILDING: ___ NEW ___ EXISTING ___ ADDITION **TYPE OF CONSTRUCTION:** ___ I ___ II ___ III ___ IV ___ V

TYPE OF EQUIPMENT: ___ NEW ___ EXISTING **FLOOD PLAIN:** ___ YES ___ NO **MIXED OCCUPANCY:** ___ YES ___ NO

WATER PROVIDER: ___ PUBLIC ___ PRIVATE **SEWER PROVIDER:** ___ PUBLIC ___ PRIVATE

BUILDING AREA: Building Height _____ Total Stories _____ Area per Floor _____ Total Area _____

PRIMARY OCCUPANCY CLASSIFICATION: (CHOOSE ONE) ASSEMBLY BUSINESS FACTORY MERCANTILE UTILITY
RESIDENTIAL HAZARDOUS EDUCATION INSTITUTIONAL STORAGE

SECONDARY OCCUPANCY CLASSIFICATION: (CHOOSE ONE) ASSEMBLY BUSINESS FACTORY MERCANTILE UTILITY
RESIDENTIAL HAZARDOUS EDUCATION INSTITUTIONAL STORAGE

DESCRIPTION OF PROPOSED WORK

TOTAL PROJECT COST _____ **** APPLICATION WILL NOT BE PROCESSED WITHOUT THE TOTAL PROJECT COST****

STATE AGENCY APPROVALS: (Copies of State approval letters must be submitted)

NC DEPARTMENT OF INSURANCE: ___ YES ___ NO ___ N/A

PLAN APPROVAL _____ NUMBER OF SHEETS _____ DATE _____

SPECIFICATIONS _____ NUMBER OF SHEETS _____ DATE _____

NC DEPARTMENT OF LABOR: ___ YES ___ NO ___ N/A ELEVATORS _____ DATE _____

CONTRACTOR INFORMATION AND TRADES: **** Application will NOT be processed without each project cost ****

Check the box and complete the additional information for each permit type needed. Be sure to mark each trade that is being included in the permit that you are currently purchasing.

GENERAL CONSTRUCTION PERMIT

TOTAL GENERAL CONTRACTOR COST: _____

General Contractor Name _____ Phone _____

Address _____

License Number _____ Classification _____

ELECTRICAL PERMIT

TOTAL ELETRICAL COST: _____

Contractor Name _____ Phone _____

Address _____

License Number _____ Classification _____

PLUMBING PERMIT

TOTAL PLUMBING COST: _____

Contractor Name _____ Phone _____

Address _____

License Number _____ Classification _____

MECHANICAL PERMIT

TOTAL MECHANICAL COST: _____

Contractor Name _____ Phone _____

Address _____

License Number _____ Classification _____

GAS PIPING PERMIT

TOTAL GAS PIPING COST: _____

Contractor Name _____ Phone _____

Address _____

License Number _____ Classification _____

SPRINKLER PROTECTION

TOTAL SPRINKLER PROTECTION COST: _____

Contractor Name _____ Phone _____

Address _____

License Number _____ Classification _____

FIRE ALARM PERMIT

TOTAL FIRE ALARM COST: _____

Contractor Name _____ Phone _____

Address _____

License Number _____ Classification _____

REFRIGERATION PERMIT

TOTAL REFRIGERATION COST: _____

Contractor Name _____ Phone _____

Address _____

License Number _____ Classification _____

COMMERCIAL KITCHEN HOOD PERMIT

TOTAL KITCHEN HOOD COST: _____

Contractor Name _____ Phone _____

Address _____

License Number _____ Classification _____

FIRE (HOOD) SUPPRESSION SYSTEM PERMIT

TOTAL FIRE HOOD COST: _____

Contractor Name _____ Phone _____

Address _____

License Number _____ Classification _____

ACCESSORY STRUCTURE PERMIT

TOTAL ACCESSORY COST: _____

Type of Structure _____ Size (Sq. Ft) _____

Address _____

___ Solid Fence (>6') ___ Dish Antenna ___ Swimming Pool ___ Other

SIGN PERMIT * A SEPARATE SIGN PERMIT APPLICATION IS REQUIRED FOR SIGNS *****

REGUALTIONS:

I hereby certify that all information in this application is correct and all work will comply with the North Carolina State Building Codes and all other applicable State and Local Laws and Ordinances and Regulations. The Town of Four Oaks Inspections Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

A permit issued shall be constructed as permission to proceed with the work and not as authority to violate, cancel, alter, or set aside any of the provisions of the technical codes. Issuance of a permit shall not prevent the Inspections Department from requiring correction of errors in plans, construction or violations of this code (N.C. General Statutes 153A-357 and 160A-417).

SIGNATURE (Application must be signed and dated by Applicant)

DATE

Additional Comments:

