



## Plan Review Requirements

- 2 Sets of completed plans bearing a design professional's seal (under \$90,000 or 2,500 square feet does not require a seal).
- Requires an Appendix "B" and minimum sheet size is 24" x 36" or larger.
- Completed building permit application
- Completed plan review form
- Plan review fee due day of submission (see below)
- After review and approval, *1 completed set of plans with all corrections and revisions are to be stamped* prior to issuing building permit.

### Additional Information

- All projects are required to have an approved driveway permit from Public Services or NC DOT before building permit is released.
- Change of Occupancy or new addition will require parking and landscaping plans.
- All projects may require Technical Review Committed "TRC" (anything 2,500 sq. ft. or over) and any projects under may be submitted to a Pre-TRC.
- **Any project over \$30,000 will require a *Workers' Compensation coverage affidavit and a North Carolina designated lien agent* prior to issuing building permit.**

### Plan Review Fee Schedule

Up to 5,000 sq. ft.	\$155.00
5,001 to 10,000 sq. ft.	\$310.00
10,001 to 15,000 sq. ft.	\$465.00
15,001 to 25,000 sq. ft.	\$620.00
25,001 to 40,000 sq. ft.	\$925.00
Over 40,000 sq. ft.	\$1,075.00
Re-Review Fee	1/2 of Original Fee