

# COMMERCIAL PLAN REVIEW CHECKLIST

All commercial projects must furnish three (3) complete sets of plans that satisfy the plan requirements listed below. All required documents must be submitted at the same time.

- ❑ Plan review application
- ❑ Plan review fee (\$0.03/ft<sup>2</sup> for new or \$0.75/\$1,000 of project cost for all others, all fees are rounded up to next dollar)
- ❑ Three (3) complete sets of all plans legibly drawn and to scale.
- ❑ Completed Appendix B (Building Code Summary)
- ❑ Site Plan
- ❑ Life Safety Plan
- ❑ Architectural Plans
- ❑ Civil Plans
- ❑ Structural Plans
- ❑ Plumbing Plans
- ❑ Mechanical Plans
- ❑ Electrical Plans
- ❑ Existing Buildings may comply with current building code or must submit compliance alternatives
  - 2018 North Carolina Existing Building Code.
- ❑ Construction Documents must be sealed by a NC licensed design professional unless:
  - Project is residential, up to 8 units attached with grade-level exits, which is not part of or physically connected with any other buildings or residential units. (More than one such set of attached units on a single site is considered a complex and does require signature and seal.)
  - Farm buildings that meet NCGC 143-138 exemptions
  - Institutional or Commercial building that does not have a total cost of construction exceeding \$200,000
  - Institutional or Commercial building that does not exceed 3,000 square feet
  - Alteration, remodeling, or renovation of an existing building that is exempt under this section, or alteration, remodeling, or renovation of an existing building or building site that does not alter or affect the structural system of the building' change the building's access or exit pattern' or change the live or dead load on the building's structural system.
  - Shop drawings, assembly/erection drawings, or graphic descriptions utilized to detail or illustrate a portion of the work required to construct the project in accordance with the sealed plans.
  - *Note: Projects not requiring sealed plans must still submit plans for Plan Review.*

## **List of Rowan County Architects and Engineers**

Note: This list is provided as a courtesy only. Applicant may use any NC licensed design professional. New design professionals of Rowan County may call our office to request being included on this list.

### **Architects:**

The Bogle Firm	704.213.4553
JP+A Architect	704.223.1881
KKA Architect	704.642.0071
Ramsey Burgin Smith	704.633.3121
Stout Studio	704.603.8117
Morgan Architecture	704.798.4046

### **Structural Engineers:**

Andy Eller	704.633.6124
Morton Engineering	704.857.0252
Basinger Designs	704.796.1445

### **Plumbing/Mechanical Engineers:**

Basinger Designs	704.796.1445
Bowers Consulting	704.630.0075
S.E. Collins Engineers	704.638.6337

### **Electrical Engineers:**

Basinger Designs	704.796.1445
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