



## Buncombe County Permits and Inspections

30 Valley Street, Asheville, N.C. 28801  
 Phone: (828) 250-5360 Fax: (828) 250-6082

### COMMERCIAL CHECKLIST

SOME ITEMS MAY NOT APPLY

Application *	SUBMIT APPLICATION WITH PLANS, BEFORE PLAN REVIEW PROCESS CAN BEGIN AN APPLICATION MUST BE ATTACHED AND ALL FEES PAID
Appendix B *	<a href="http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/Code_Enforcement_Resources/AppendixB_2012.doc">http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/Code_Enforcement_Resources/AppendixB_2012.doc</a> CAN BE OBTAINED AT THE ABOVE LINK AND AFFIXED TO PLANS
Plans *	PROVIDE 3 SETS OF PLANS, PLANS ARE TO BE DRAWN TO SCALE AND IN CLARITY
Floor Plan *	FLOOR PLAN TO SHOW ALL ROOMS, DOORS & DOOR SWING, ROOM NAME OR NUMBER, FIXTURES, TABLES, CHAIRS, AND EQUIPMENT
Plans sealed	BY REGISTERED ARCHITECT OR LICENSED PROFESSIONAL ENGINEER LEGALLY REGISTERED OR LICENSED UNDER THE LAWS OF THIS STATE
Pre-Engineered Metal building *	PROVIDE 2 SETS OF PLANS FROM BUILDING MANUFACTURER SEALED BY ENGINEER LEGALLY REGISTERED OR LICENSED UNDER THE LAWS OF THIS STATE.
Modular Building *	PROVIDE 2 SETS OF PLANS FROM BUILDING MANUFACTURER SEALED BY ENGINEER LEGALLY REGISTERED OR LICENSED UNDER THE LAWS OF THIS STATE.
Fire rating systems	<b>PROVIDE COMPLETE DESIGN ON PLANS</b> IF REQUIRED
Penetration systems	<b>PROVIDE COMPLETE DESIGN ON PLANS</b> IF REQUIRED
Draft stopping	<b>PROVIDE DETAILS ON PLANS</b>
Site Plan *	INDICATE TOTAL NUMBER OF PARKING SPACES, HANDICAP SPACES, ACCESS AISLES, SIDEWALK WIDTH, CURB CUTS AND HANDICAP SIGNAGE, DISTANCE TO PROPERTY LINES AND ANY OTHER STRUCTURES
Life safety plan *	INDICATE BY DIRECTIONAL ARROWS OCCUPANT LOAD UTILIZING EXIT
Egress *	ALL REQUIRED OR IDENTIFIED EXITS SHALL BE ACCESSIBLE AND LEAD BACK TO PARKING AREA OR PUBLIC WAY
Stair details	RISER: MINIMUM HEIGHT 4" MAXIMUM HEIGHT 7" TREAD DEPTH: MINIMUM 11"
Handrail details	PROVIDE DETAILS: TO INCLUDE MOUNTING HEIGHT, SIZE OF HANDRAIL
Guardrail details	GUARDRAILS ARE REQUIRED WHEN WALKING SURFACE IS GREATER THAN 30" ABOVE GRADE. THE MINIMUM HEIGHT OF GUARDRAIL IS 42"
Restroom Details *	PROVIDE ENLARGED FLOOR DRAWING OF RESTROOM SHOWING DIMENSION TO INTERIOR WALLS, LOCATION OF FIXTURES, GRAB BARS, CLEAR FLOOR SPACE AND CLEAR FLOOR AREA AS REQUIRED BY ICC/ANSI 117.1-2009
Door/Hardware Schedule *	INDICATE ON PLANS
Interior Finish *	INDICATE ON PLANS THE FINISH OF WALLS , FLOORS, CEILINGS
Exterior wall details *	DISPLAY SIDE VIEW ON PLANS, TO INCLUDE FOOTINGS, EXTERIOR FINISH, FLASHING, SHEATHING, STUDS, INSULATION, INTERIOR FINISH
Exterior Ramps/Balconies/Decks	<b>ALUMINUM FLASHING IS NOT ALLOWED.</b> WHEN USING TREATED WOOD ENSURE MATERIAL USED FOR FASTENING IS COMPATIBLE WITH TREATED WOOD
Roof slope *	INDICATE ON PLANS
Roof covering *	INDICATE ON PLANS

Wind design *	90 MPH IN BUNCOMBE COUNTY, SOME ELEVATIONS ARE A HIGHER WIND SPEED CATEGORY, CHECK ELEVATION
Seismic design *	BUNCOMBE COUNTY IS LOCATED IN SEISMIC ZONE C
Snow load *	15 PSF IS THE SNOW LOAD (GROUND)
Frost Line *	FROST LINE IN BUNCOMBE COUNTY IS 18"
Shear wall details	PROVIDE IN DETAIL ON PLANS
Retaining walls	RETAINING WALLS GREATER THAN 5 FEET IN HEIGHT ARE REQUIRED TO BE DESIGNED AND CONSTRUCTED UNDER THE RESPONSIBLE CHARGE OF A REGISTERED PROFESSIONAL ENGINEER. A PERMIT IS REQUIRED FOR EACH WALL
Foam/plastics	FOAM PLASTIC IN CONTACT WITH GROUND, TERMITE TREATMENT IS REQUIRED
Signs	LOCATION AND DETAILS INDICATE IF PART OF CONTRACT OR SEPARATE
Details *	PROVIDE DETAILS FOR THE FOLLOWING IF THEY APPLY: CABINETS, TOILET FIXTURES, SINKS, ETC.
ACCESSIBILITY *	ALL PORTIONS PERTAINING TO ACCESSIBILITY WILL BE GOVERNED BY CHAPTER 11 OF THE 2012 NORTH CAROLINA BUILDING CODE AND ICC/ANSI A117.1-2009

- \* INDICATES ALWAYS REQUIRED

- ✚ PLANS ARE NOT REQUIRED TO BE SEALED IF LESS THAN 2500 SQUARE FEET (BUILDING TOTAL) OR VALUE OF STRUCTURE IS LESS THAN \$90,000.00
- ✚ MULTI-FAMILY PLANS ARE NOT REQUIRED TO BE SEALED IF LESS THAN 8 UNITS AND EACH UNIT HAS IT OWN EXIT AT GRADE LEVEL
- ✚ IF YOUR PLANS ARE REQUIRED TO BE SEALED ALL TRADES WILL ALSO REQUIRE A SEAL
- ✚ ELECTRONIC COPY (PDF ON A DISC) IS REQUIRED IF OVER 2500 SQ. FT.
- ✚ PROVIDE CONTACT INFORMATION (**PHONE#, EMAIL IS REQUIRED**)
- ✚ PLUMBING PLANS SHALL SHOW SUPPLY AND WASTE/VENT RISER DIAGRAMS, FIXTURES AND EQUIPMENT TYPE, ETC.
- ✚ MECHANICAL PLANS SHALL SHOW LOCATION OF FIRE DAMPERS AND SMOKE DAMPERS; ACCESS FOR SERVICE/REPLACEMENT OF EQUIPMENT; EQUIPMENT SCHEDULE/ LOCATION OF EQUIPMENT, ETC.
- ✚ ELECTRICAL PLANS SHALL SHOW LOAD CALCULATIONS, PANEL SCHEDULES AND LOCATIONS, ANY DETAILS FOR SPECIAL BONDING AND GROUNDING, LOCATION OF ALL DEVICES, ETC.
- ✚ FIRE PROTECTION PLANS SHOULD BE SUBMITTED TO THE FIRE MARSHAL @ 828-250-6620
- ✚ **A fire inspection is required on all commercial projects**
- ✚ Currently Buncombe County is enforcing:
- ✚ 2009 INTERNATIONAL BUILDING CODE WITH 2012 NC AMENDMENTS
- ✚ 2009 MECHANICAL CODE WITH 2012 NC AMENDMENTS
- ✚ 2009 FUEL GAS CODE WITH 2012 NC AMENDMENTS
- ✚ 2009 PLUMBING CODE WITH 2012 NC AMENDMENTS
- ✚ 2009 ENERGY CODE WITH 2012 NC AMENDMENTS
- ✚ 2017 NATIONAL ELECTRICAL CODE WITH NC AMENDMENTS