<table>
<thead>
<tr>
<th>Application</th>
<th>SUBMIT APPLICATION WITH PLANS, BEFORE PLAN REVIEW PROCESS CAN BEGIN AN APPLICATION MUST BE ATTACHED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lien Agent</td>
<td>Visit lienNC.com and bring proof of Lien Agent Assignment if Project is $30,000 or more</td>
</tr>
<tr>
<td>Plans</td>
<td>PROVIDE 3 SETS OF PLANS, PLANS ARE TO BE DRAWN TO SCALE AND IN CLARITY</td>
</tr>
<tr>
<td>Floor Plan</td>
<td>TO SHOW ALL ROOMS, DOORS &amp; DOOR SWING, ROOM NAME/NUMBER, FIXTURES, TABLES, CHAIRS, AND EQUIPMENT</td>
</tr>
<tr>
<td>Plans sealed</td>
<td>BY REGISTERED ARCHITECT/LICENSED PROFESSIONAL ENGINEER LEGALLY REGISTERED/LICENSED UNDER THE LAWS OF THIS STATE</td>
</tr>
<tr>
<td>Pre-Engineered Metal building</td>
<td>PROVIDE 2 SETS OF PLANS FROM BUILDING MANUFACTURER SEALED BY ENGINEER LEGALLY REGISTERED OR LICENSED UNDER THE LAWS OF THIS STATE.</td>
</tr>
<tr>
<td>Modular Building*</td>
<td>PROVIDE 2 SETS OF PLANS FROM BUILDING MANUFACTURER SEALED BY ENGINEER LEGALLY REGISTERED OR LICENSED UNDER THE LAWS OF THIS STATE.</td>
</tr>
<tr>
<td>Fire rating systems</td>
<td>PROVIDE COMPLETE DESIGN ON PLANS IF REQUIRED</td>
</tr>
<tr>
<td>Penetration systems</td>
<td>PROVIDE COMPLETE DESIGN ON PLANS IF REQUIRED</td>
</tr>
<tr>
<td>Draft stopping</td>
<td>PROVIDE DETAILS ON PLANS</td>
</tr>
<tr>
<td>Site Plan</td>
<td>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</td>
</tr>
<tr>
<td>Life safety plan</td>
<td>INDICATE BY DIRECTIONAL ARROWS OCCUPANT LOAD UTILIZING EXIT</td>
</tr>
<tr>
<td>Egress</td>
<td>ALL REQUIRED OR IDENTIFIED EXITS SHALL BE ACCESSIBLE AND LEAD BACK TO PARKING AREA OR PUBLIC WAY</td>
</tr>
<tr>
<td>Stair details</td>
<td>RISER: MINIMUM HEIGHT 4&quot; MAXIMUM HEIGHT 7&quot; TREAD DEPTH: MINIMUM 11&quot; 1009.4.2</td>
</tr>
<tr>
<td>Handrail details</td>
<td>PROVIDE DETAILS: TO INCLUDE MOUNTING HEIGHT, SIZE OF HANDRAIL</td>
</tr>
<tr>
<td>Guardrail details</td>
<td>REQUIRED WHEN WALKING SURFACE IS MORE THAN 30&quot; ABOVE GRADE. THE MINIMUM HEIGHT OF GUARDRAIL IS 42&quot;</td>
</tr>
<tr>
<td>Restroom Details</td>
<td>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/ANSI117.1-2009</td>
</tr>
<tr>
<td>Door/Hardware Schedule</td>
<td>INDICATE ON PLANS</td>
</tr>
<tr>
<td>Interior Finish</td>
<td>INDICATE ON PLANS THE FINISH OF WALLS, FLOORS, CEILINGS</td>
</tr>
<tr>
<td>Exterior wall details</td>
<td>DISPLAY SIDE VIEW ON PLANS, TO INCLUDE FOOTINGS, EXTERIOR FINISH, FLASHING, SHEATHING, STUDS, INSULATION, AND INTERIOR FINISH</td>
</tr>
<tr>
<td>Exterior Balconies/Decks</td>
<td>ALUMINUM FLASHING IS NOT ALLOWED. WHEN USING TREATED WOOD ENSURE MATERIAL USED FOR FASTENING IS COMPATABLE WITH TREATED WOOD</td>
</tr>
<tr>
<td>Roof slope</td>
<td>INDICATE ON PLANS</td>
</tr>
<tr>
<td>Roof covering</td>
<td>INDICATE ON PLANS</td>
</tr>
<tr>
<td>Wind design</td>
<td>100-110 MPH IN HERTFORD COUNTY, CHECK MAP</td>
</tr>
<tr>
<td>Seismic design</td>
<td>HERTFORD COUNTY IS LOCATED IN SEISMIC ZONE C</td>
</tr>
<tr>
<td>Snow load</td>
<td>15 PSF IS THE SNOW LOAD (GROUND)</td>
</tr>
<tr>
<td>Frost Line</td>
<td>FROST LINE IN HERTFORD COUNTY IS 4&quot;</td>
</tr>
<tr>
<td>Shear wall details</td>
<td>PROVIDE IN DETAIL ON PLANS</td>
</tr>
<tr>
<td>Retaining walls</td>
<td>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</td>
</tr>
<tr>
<td>Foam/plastics</td>
<td>FOAM PLASTIC IS USED IN CONTACT WITH GROUND TERMITE TREATMENT IS REQUIRED</td>
</tr>
<tr>
<td>Signs</td>
<td>LOCATION AND DETAILS INDICATE IF PART OF CONTRACT OR SEPARATE</td>
</tr>
<tr>
<td>Details</td>
<td>PROVIDE DETAILS FOR THE FOLLOWING IF THEY APPLY: CABINETS, TOILET FIXTURES, SINKS, ETC.</td>
</tr>
</tbody>
</table>

* INDICATES ALWAYS REQUIRED
Non-Residential Permit Application Checklist

PLANS ARE NOT REQUIRED TO BE SEALED IF LESS THAN 2500 SQFT 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 BUILDING 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 (FAX#, EMAIL IS PREFERRED)

PLUMBING PLANS SHALL SHOW SUPPLY AND WASTENENT RISER DIAGRAMS, FIXTURES AND EQUIPMENT TYPE, ETC.

MECHANICAL PLANS SHALL SHOW LOCATION OF FIRE DOORS, 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.

A fire inspection is required on all commercial projects

**Currently Hertford County is enforcing:**

- 2012 INTERNATIONAL BUILDING CODE WITH 2015 NC AMENDMENTS
- 2012 MECHANICAL CODE WITH 2015 NC AMENDMENTS
- 2012 FUEL GAS CODE WITH 2015 NC AMENDMENTS
- 2012 PLUMBING CODE WITH 2015 NC AMENDMENTS
- 2012 ENERGY CODE WITH 2015 NC AMENDMENTS
- 2014 NATIONAL ELECTRICAL CODE WITH NC AMENDMENTS