



Rowan County Building Inspections Department
402 N. Main Street, Suite 207, Salisbury, NC 28144
[p] 704-216-8619
www.rowancountync.gov/inspections



COMMERCIAL PROJECTS

January 2022
Procedures for Commercial Projects

- 1) All Commercial Projects require **Plan Review, Permits, and Inspections**
- 2) **Zoning Approval** is required in order to receive a Permit. It is wise to obtain Zoning Approval prior to preparing plans for Plan Review. Zoning Review and Plan Review may run concurrently if applicant elects to do so. Contact your local Zoning jurisdiction listed below.
 - a. Rowan County: 704.216.8588
 - b. China Grove: 704.216.8588
 - c. Salisbury: 704.638.5208
 - d. Cleveland: 704.278.4777
 - e. East Spencer: 704.636.7111
 - f. Faith: 704.279.7500
 - g. Granite Quarry: 704.279.5596
 - h. Kannapolis: 704.920.4350
 - i. Landis: 704.857.2411
 - j. Rockwell: 704.279.2180
 - k. Spencer: 704.633.2231
- 3) Submit plans for **Plan Review** (see plan review process)
 - a. Submit plan review application and plan review fee.
 - b. Submit **3 sets** of plans
 - c. Once plans are approved you will be contacted.
- 4) Apply for **Permits** (see permit process)
 - a. Complete the permit application
 - b. Bring your zoning permit
 - c. Bring your environmental permits (well and septic)
 - d. Contractors' signatures as required
- 5) Schedule **Inspections** (see inspection process)
 - a. Online Inspection Request
 - b. Email
 - c. Call Permit Desk
- 6) **Certificate of Compliance**
 - a. Pass all Final Inspections
 - b. Pass Fire Inspection
 - c. Certificate of Compliance is issued by Rowan County and sent to local municipality having zoning authority (if none, see "e" below).
 - d. Certificate of Occupancy is issued by the municipality from which Zoning Approval was received.
 - e. Certificate of Compliance may stand in as a Certificate of Occupancy when project is located outside of any local municipality that issues their own Certificates of Occupancy.

PLAN REVIEW PROCESS

- 1) All Commercial Projects require Plan Review when the project involves:
 - a. Newly constructed buildings, additions, upfits, or renovations (interior or exterior)
 - b. Change of Occupancy classification (ex: existing office converting to restaurant)
 - c. Partition walls or other elements that change the exit egress path
 - d. Extending or major repair to systems or equipment (plumbing, mechanical, electrical)
 - e. *Note: Cosmetic changes (painting, new finishes, etc.) do not require plan review or permitting.*
- 2) Plans are required to be signed and sealed by a NC licensed design professional unless:
 - a. 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.)
 - b. Farm buildings that meet NCGC 143-138 exemptions
 - c. Institutional or Commercial building that does not have a total cost of construction exceeding \$200,000
 - d. Institutional or Commercial building that does not exceed 3,000 square feet
 - e. 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.
 - f. 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.
 - g. *Note: Projects not requiring sealed plans must still submit plans for Plan Review.*
- 3) Specific projects require NC Department of Insurance review
 - a. High Rise (NC Building Code Section 403) = all buildings
 - b. Covered Mall (NC Building Code Section 402) = all buildings
 - c. City/County Owned = new construction 20,000 sq. ft. or greater (NCGS 58-31-40)
 - d. Assembly = buildings with occupant load over 1,000 people
 - e. Education = buildings over 2 stories or over 20,000 square feet per story
 - f. Hazardous = buildings with occupant load over 100 people
 - g. Institutional = buildings over 3 stories or over 10,000 square feet per story
 - h. Residential = buildings over 4 stories or over 100 units per building
 - i. *NOTE: Projects requiring NCDOI review must also be submitted for Rowan County Plan Review. This may be done concurrently.*
- 4) Apply for Plan Review and pay Plan Review Fee
 - a. Fill out **Commercial Plan Review Application** found on RC-BI website
 - b. Plan Review Cost: Contact office for current per square foot Plan Review fee.
 - c. See **Commercial Plan Review Checklist** on RC-BCE website.
- 5) Submit 3 sets of construction documents. Set 1 will be returned to be posted at the jobsite, Set 2 will be filed in the inspections office, and Set 3 will be sent to the Fire Marshal for fire review.
- 6) Construction documents shall include (at minimum):
 - a. Completed Appendix B
 - b. Site Plan
 - c. Life Safety Plan (per floor)
 - i. Label occupancy of each space (NCBC Ch. 3) and number of occupants per NCBC Table 1004.1.1.
 - ii. Show egress paths to exits including dimensioned travel distance. (Travel distance path shall be measured at right angles.)
 - iii. Identify all exits. List capacity of each exit per NCBC 1005.1. Show Exit Signage.
 - iv. Show dimensions between exits and diagonals to meet NCBC 1015.2.
 - v. Show and dimension any dead ends.
 - vi. Label doors using panic hardware.
 - vii. Identify all fire rated wall assemblies.
 - viii. Show all fire extinguisher locations.
 - d. Architectural, Structural, Plumbing, Mechanical, Electrical, Fire Suppression Plans
 - e. Statement of Special Inspections, if required per NCBC 1704.1.2.
- 7) Plan Reviewer will notify Applicant with review comments, requests for revisions, or approval.
- 8) Upon notification of approval, Applicant must pick up and sign for stamped jobsite set.

PERMITTING PROCESS

- 1) Prerequisites for Permit Application:
 - a. Zoning Approval from Rowan County or local municipality (Salisbury, Spencer, etc.)
 - b. Environmental permits, well and septic, or public Salisbury Rowan Utilities as required
 - c. Flood Administration Approval from Rowan County or local municipality
 - d. Map and Parcel Number from Rowan County Tax Assessor's Office
 - e. RC-BI Plan Review approval (NCDOI Plan Review approval if required)
 - f. Fire Marshal Plan Review approval (RC-BI submits third copy of construction documents to Fire Marshal. Fire Marshal notifies RC-BI upon approval)
 - g. Lien Agent if required by General Statutes. Visit www.liensnc.com and follow instructions.
 - h. *Note: Rowan County Building Inspections, Planning/Zoning and Tax Assessor are all located at 402 N. Main, Salisbury.*
- 2) Complete Permit Application
- 3) Licensed Contractor:
 - a. Contractor's signature and license number required for each permitted trade
 - b. Applicant may pay for any or all of the permits or elect to have each licensed contractor pay their individual permit.
- 4) Unlicensed Contractor (see restrictions below)
 - a. Unlicensed General Contractor must sign permit and verify that project costs less than \$30,000. Unlicensed Contractor may not perform plumbing, HVAC, or electrical work.
- 5) Owner Acting as Contractor (see restrictions below)
 - a. Owner or Employee acting on behalf of firm/corporation must complete Owner Acting as Contractor form. This form must be notarized. We offer notary services at no fee.
 - b. Owner must perform all work or hire licensed subcontractors.
- 6) Payment for Permits
 - a. Cash, Check, or Credit Cards are accepted
 - b. See RC-BI website for Permit Cost Estimator spreadsheet
- 7) Permits are issued upon payment and completed application.
- 8) Permits expiration
 - a. If work has not been commenced within 6 months of issuance
 - b. Work is discontinued for a period of 12 months.
 - c. Permits may be reinstated at current minimum fee cost.

A Licensed Contractor is required for all permitted projects unless:

1. Exempted under NCGS 87-1 for general construction
2. Exempted under NCGS 87-21 for plumbing, heating, and fire sprinkler
3. Exempted under NCGS 87-43 for electrical.
4. You may contact the appropriate licensing board or RC-BI if you have any questions on licensing requirements.

Permits are required for all projects unless:

1. Exempted under NCGS-160D-1110
2. You may contact RC-BI if you have any questions on permitting requirements.

INSPECTION PROCESS

- 1) Obtain Plan Review approval and all required Permits
- 2) When first work to be inspected is completed, schedule Inspection
 - a. ***Inspection must be scheduled before 4:00 PM at least one business day prior to the requested inspection date.***
 - b. Work must be complete prior to inspection (inspector will not wait on unfinished work)
 - c. To schedule time-sensitive inspections, call your inspector after 4:30 the day before or at 8:00 that morning.
 - d. Access to all necessary areas of the site must be open and available.
 - e. It is to your benefit to be on site when inspections are made.
- 3) Scheduling Inspections
 - a. Online requests (see RC-BI website Online Inspection Request)
 - i. Requests will be confirmed by 4:00 PM
 - b. Call RC-BI office personnel at 704.216.8619
- 4) Types of Inspections required and offered:
 - a. Inspections performed by Rowan County include but are not limited to:
 - i. Footing inspection
 - ii. Under-Slab inspections
 - iii. Foundation inspection
 - iv. Rough-in inspections
 - v. Framing inspection
 - vi. Insulation inspection
 - vii. Fire protection inspection
 - viii. Final inspections
 - ix. Public Utilities (in coordination with Salisbury/Rowan Utilities)
 1. From connection from water tap to backflow device
 2. From connection from backflow device to building
 3. From connection at sewer tap to connection at building
 4. Salisbury/Rowan Utilities installs water & sewer taps
 5. Salisbury/Rowan Utilities inspects backflow device
 - b. Specialty Inspections, including ABC, Day Care, Group Care, Schools, etc.
- 5) Special Inspections: Where required by North Carolina Building Code Chapter 17, Special Inspections shall be performed by a licensed third-party inspections firm as described in NC Administration Code 107.5 and NCBC 1704.
 - a. A Statement of Special Inspections must be submitted during Plan Review identifying all elements of the project requiring special inspections.
 - b. Third Party Inspections firm must submit weekly reports during SI process
- 6) Notification
 - a. Inspection Report is emailed immediately after inspection is completed
 - b. Pass, Partial Pass, or Fail results will be given
 - c. Notes will be given with Partial Pass or Fail
 - d. Handwritten ticket will be left if applicant has no email address.
 - e. Electrical Final: RC-BI will notify power utility of passed electrical final so that power may be turned on.
 - f. Certificate of Compliance will be issued to the municipality from which zoning approval was received. That municipality issues the final Certificate of Occupancy. When property is not within municipal limits, the Certificate of Compliance may stand as the Certificate of Occupancy

ROWAN COUNTY POLICY STATEMENT

- 1) Prefabricated Metal Buildings, Commercial Installation
 - a. Prefabricated metal buildings require the seal of a licensed structural engineer for the following, regardless of minimum cost or project area:
 - i. Building shell drawings
 - ii. Building slab/footing/foundation drawings
 - b. See NC Administration Code, 106.2.2, 204.3.5, and NC Building Code Ch. 16.
- 2) Post Frame (Pole Barn) Structures
 - a. All non-residential post frame structures require the seal of a licensed structural engineer, regardless of minimum cost or project area.
 - b. Residential post frame structures (Pole Barns) shall be designed by a North Carolina Design Professional.
- 3) Public Water & Sewer (on Salisbury Rowan Utility lines)
 - a. SRU installs and inspects water and sewer taps into public lines
 - b. Rowan County inspects connection to water tap, line between tap and backflow device, and connection to backflow device below grade.
 - c. SRU inspects backflow device and cover (above grade).
 - d. Rowan County inspects connection to backflow device and line between backflow device and building.
 - e. Rowan County inspects connection to sewer tap and line between tap and building.
- 4) Inspections of component or element
 - a. Acceptance of inspection of a component or element by a NC registered architect or engineer will require completion of the "Design Professional Inspection Form" found in Appendix G of the current NC Administrative Code.
 - b. Special Inspections: Where required by North Carolina Building Code Chapter 17, Special Inspections shall be performed by a licensed third-party inspections firm as described in NCAC 107.5 and NCBC 1704.
 - i. A Statement of Special Inspections must be submitted during Plan Review identifying all elements of the project requiring special inspections.

Third Party Inspections firm must submit weekly reports during SI process