



**CATAWBA COUNTY GOVERNMENT  
BUILDING SERVICES DIVISION  
EXPRESS PLAN REVIEW**

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**EXPRESS OPERATING PROCEDURE**

***Please contact the Permit Center Supervisor for information or scheduling:***

**Mail: Catawba County Building Services Division  
Attn: David Smith  
PO Box 389  
Newton, NC 28658-0389**

**In Person: Catawba County Government Center  
Attn: David Smith  
100-A Southwest Boulevard  
Newton, NC 28658  
Phone # (828) 466-5125  
Fax (828) 465-8375**

- Available dates will be determined and a tentative review time scheduled. Request an application and a general provision package or the application and general provision package is available at [www.catawbacountync.gov](http://www.catawbacountync.gov)
- Complete necessary forms and e-mail ([davids@catawbacountync.gov](mailto:davids@catawbacountync.gov)) or fax ([828] 465-8375) back to the Permit Center for review. After receiving completed forms, staff will evaluate your request and insure the necessary information has been provided. If the application is complete and the project is suitable for Express Review, a confirmation number with date and time will be forwarded to the project design coordinator and may include specific conditions that must be met prior to the review date.

**Completing the Express Application Form**

- Complete the entire express application form. Write "NA" in non-applicable areas.
- List the project design coordinator, telephone number, fax number, mobile number, and email address, should we need to communicate additional information prior to the review session. It is noteworthy to point out that the project design coordinator must be completely knowledgeable about the project and authorized to make administrative decisions. Communication by Plan review staff will be directed to this individual. In order to reduce the number of phone calls, it is requested that other individuals involved in the project (architects, engineers, owners) also work through the project design coordinator.



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## Express plan review (Continued)

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### **Completion of Food Establishment Plan Review Application**

- All food service establishments are required to provide a completed Food Establishment Plan Review application at time of express plan review for review by Environmental Health Personnel. There is an additional \$200.00 fee for this application.

### **Completing the Building Permit & Trade Permit Application Forms**

- Please include the names, addresses and NC license numbers of all applicable contractors. This information is required before permits can be issued. Each contractor must have a current municipal privilege license for any projects located in an incorporated jurisdiction. In addition, general contractors need current workers compensation.

### **Completing the Erosion Control Permit Application**

- This is applicable if an Erosion Control Plan is required to be submitted due to one acre or more of dirt being disturbed for other than publicly funded projects, which will have to go through NCDENR.

In the event that an Express Plan Review results in a rejection, permits will not be issued until all outstanding issues have been resolved (refer to "Re-review process"). If denied, plans need to be re-reviewed, the client may schedule another express review time or bring the plans through regular review processing. Regular review processing has a different anticipated completion time period. All express review fees must be pre-paid prior to submittal through regular review.

**Re-review process:** If another express review time is requested it shall be scheduled upon completion of the express review. Only the project design coordinator and design professionals involved in the revisions are required to attend.

All revisions must be clouded. A transmittal letter which addresses all previous comments must be attached to *each* set of plans.

Re-review plans without transmittal letters and clouded revisions will be rejected and a one (1) hour minimum review fee charged. **The project design coordinator will be billed for the re-review and another re-review will be scheduled.**

Any questions or comments regarding this service may be directed to David Smith, Permit Center Supervisor @ (828) 466-5125.