



**CATAWBA COUNTY**  
**PLAN REVIEW APPLICATION**  
 P.O. BOX 389, NEWTON, NORTH CAROLINA 28658  
 NEWTON OFFICE NUMBER: (828) 465-8399

**All plan submittals must contain a NC Building Code Summary (Appendix B). All Plans submitted shall be stapled into sets. Minimum scale shall be 1/8" per ft. & minimum sheet size shall be 11 x 17.**

Name of Project:		Date of Application:	
Address of Project:		Parcel ID #:	
Applicant:		Phone #:	Fax:
Address of Applicant:		Email:	
Owner:		Phone#:	Fax:
Address of Owner:		Email:	
General Contractor:		Phone#:	Fax:
State License#:	License Classification: (i.e., H1, P1, Limited)	Federal ID #:	
Address of Contractor:		Email:	
Architect/Designer Coordinator:		Phone#:	Fax:
Address of Arch/Designer Coordinator:		Email:	
Contact Person for Project:		Phone#:	Fax:
Address of Contact		Email:	

<b>For Commercial Projects ONLY!</b>	<b>Does the Project have a Fire Alarm System?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Does the Project have a Sprinkler / Standpipe System? *</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	*Sprinkler Plan Submission to the County, City of Hickory, Conover or Newton Fire Bureaus' is the responsibility of the customer.	
	<b>Will this Project require Environmental Health Review? *</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	*If yes, submit one set of plans to Environmental Health with appropriate fee (see Page 4)	
	<b>Type of Sewage Disposal: Is Public Sewage available on or adjacent to this project? *</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	*If No, a Septic Permit must be applied for prior to project review approval, if not already approved.	
	<b>Type of Water Service: Is Public Water available on or adjacent to this project? *</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	*If No, a Well Permit must be applied for prior to project review approval, if not already approved.	
	<b>Are you disturbing more than 1 acre of soil? *</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
*If yes, 3 sets of erosion control plans and one set of calculations must be submitted. A fee of \$200 for the first acre and \$150 for each additional acre of disturbed soil will be collected at the time of plan submittal. Additional applications will be required. Forms are at permit centers, or can be obtained from our website(See above for website address)		
<b>Is this a New Building or Addition that is owned by a Government/Municipal Agency AND 20,000 sq ft or more? If Yes, NCDOT Approval Letter MUST be submitted to this office before Permits will be issued!</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Is this Project being submitted for Phased Construction? * Additional costs apply</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>*If yes, please check which phase?</b>	<input type="checkbox"/> Footing / Foundation <input type="checkbox"/> Shell <input type="checkbox"/> Up-Fit	



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**Describe work to be done under this Permit**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK**

- |                                       |                                   |                                     |  |  |  |
|---------------------------------------|-----------------------------------|-------------------------------------|--|--|--|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Mixed Add/Alter | <input type="checkbox"/> Modular       | <input type="checkbox"/> Re-Roof       |
| <input type="checkbox"/> Pier         | <input type="checkbox"/> Shell-In | <input type="checkbox"/> Up-fit     | <input type="checkbox"/> Retaining Wall  | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Footing/Found |
| <input type="checkbox"/> Townhouse    | <input type="checkbox"/> Solar    |                                     |  |  |  |

**TRADES NEEDED FOR PROJECT:**     Building     Electrical     Mechanical     Plumbing

**Fees are based upon the information provided below.**

**If SOLAR FARM, NUMBER OF ACRES:** \_\_\_\_\_

**If RETAINING WALL, NUMBER OF CONTINUOUS SECTIONS:** \_\_\_\_\_

**NEW BUILDING SQUARE FOOTAGE:** \_\_\_\_\_    **ADDITION TO EXISTING BUILDING SQUARE FOOTAGE:** \_\_\_\_\_

**If ALTERATION to an existing building, SQUARE FOOTAGE OF THE PROJECT:** \_\_\_\_\_

**If you are using the Existing Building Code and the Work Area Compliance Method, attach the Decision Diagram indicating the path used for the design of the project. Web Address and Path to locate Decision Diagram: <http://www.ncdoi.com> OSFM, Engineering and Codes, Code Enforcement Resources, Design Tools, NC Existing Building Code, Decision Diagram**

**If you are using the Existing Building Code and Chapter 14. Web Address and Path to locate Evaluation Spreadsheet: <http://www.ncdoi.com> OSFM, Engineering and Codes, Code Enforcement Resources, Design Tools, NC Existing Building Code Chapter 14 Evaluation Spreadsheet**

I hereby certify that all information in this application is correct and all work will comply with the State Building Codes and all other applicable State and local laws and ordinances and regulations. I understand that a Certificate of Occupancy is required prior to occupying the premises and the Building Services Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

**Revised plans: Once plans have been approved for permitting, any changes to the approved plans shall be submitted for plan review as a Revision. Along with the Revised sheets, the designer will need to provide a statement indicating the changes that are proposed. Revisions will not be accepted without this Scope of Changes.**

\_\_\_\_\_  
**Applicant / Contact Person Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**\*Person Responsible for Payment:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**\*Email Address:** \_\_\_\_\_

**\*\*\*Incomplete Applications will be returned for remainder of information\*\*\***



## HOW TO SUBMIT FOR PLAN REVIEW:

### [Plan Review Webpage](#)

1. **[Complete a Plan Review Application](#)**: All portions of the application must be completed. If the answer is not applicable to your project, enter N/A. Be specific in the work that is to be completed in the project. [Plan Review Application](#)
2. **[Submit a completed Appendix B](#)**: This is required for all projects except Mechanical only, Plumbing only, or Electrical only. You may copy this directly into your Construction Documents. [2018 Appendix B](#)
3. **[Construction Documents](#)**: Each sheet is required to be either Sealed & Signed by a North Carolina Registered Design Professional (as required by General Statutes) or the individual whom is responsible (as excepted by the General Statutes) for the design; the responsible individual will also require their printed name, signature, date, telephone number, and address be signed on each sheet of the plans. [Plan Review Submittal Requirements](#)
4. **[Number of plans required](#)**: This number is dictated by the jurisdiction in which your project is located and the type of work to be completed. **See Page 4 of the [Plan Review Application](#) for this information.** Plans shall be submitted to Brookford, Claremont, Conover, Longview, Maiden, Newton and Town of Catawba separately for Zoning and/or Fire reviews.

If the project is required to go through Environmental Health for Food/Lodging/Institutional or Well/Septic, an additional set of construction documents, applications, and fees are required. See Page 5 of the Plan Review Application for this information, or you may contact the Environmental Health department directly at 828-465-8270 for further direction. [Environmental Health Webpage](#)

5. **[Fees may be collected via phone](#)**: Major credit cards are accepted (NO American Express), or a check made payable to Catawba County.
6. **[How to submit](#)**: Only paper copies of plans are accepted at this time. We are unable to accept electronic plans except for Sign submittals. You may submit plans via an in-person visit to the Catawba County Permit Center located at 25 Government Dr., Newton, NC, via courier system to the same address, or via USPS to P O Box 389, Newton, NC 28658. You may also deliver the plans in-person to Hickory City Hall located at 76 N. Center St., Hickory, NC 28601.
7. **[Review Time](#)**: First time submittals are reviewed within ten (10) business days from date of acceptance. Re-submittals are reviewed within five (5) business days. Revisions are reviewed within ten (10) business days. Environmental Health reviews may take longer; you may want to contact the Environmental Health department prior to submittal to verify their time for review.



**NUMBER OF PLANS NEEDED FOR COMMERCIAL PLAN REVIEW**

Each Jurisdiction within Catawba County has different requirements concerning the number of Plans required for commercial plan review. Use the following information to determine the number of plans that must be submitted for each project. For Multi-Building projects, please contact the Plan Review division for submittal requirements. Approval from all applicable jurisdictions must be received prior to any building permits being issued.

Jurisdiction	Number of Plans *	Additional Requirements
Town of Brookford (828) 322-4903	2 Full Sets with Site Plans	Brookford Zoning Department requires plans be submitted to their office in addition to those listed here.
City of Claremont (828) 459-7009	2 Full Sets with Site Plans	Claremont Zoning Department requires plans be submitted to their office in addition to those listed here.
City of Conover (828) 464-1191	1 Full Sets with Site Plans	Conover Zoning Department requires plans be submitted to their office in addition to those listed here.
Catawba County (828) 465-8380	3 Full Sets with Site Plans	A Zoning Application must be submitted with plans.
City of Hickory (828) 323-7422	6 Full Sets with Site Plans	A Zoning Application and <u>Grading application</u> must be submitted with plans.
Town of Longview (828) 322-3921	2 Full Sets with Site Plans	Longview Zoning Department requires plans be submitted to their office in addition to those listed here.
Town of Maiden (828) 428-5000	2 Full Sets with Site Plans	Maiden Zoning Department requires plans be submitted to their office in addition to those listed here.
City of Newton (828) 465-7400	1 Full Sets with Site Plans	Newton Zoning Department requires plans be submitted to their office in addition to those listed here.
Town of Catawba (828) 241-2215	2 Full Sets with Site Plans	Town of Catawba Zoning Department requires plans be submitted to their office in addition to those listed here.

\* See attached Environmental Health Notice to determine if additional set of plans is required for Health Department Review.

**FIRE PREVENTION PLAN REVIEW**

The following jurisdictions have their own Fire Inspection Bureau's. Any project with Sprinklers, Automatic Fire Suppression systems, Fire Alarm Systems, or Hazardous Occupancies, must obtain separate approval and permits from these jurisdictions. All other areas within Catawba County will be administered by the Catawba County Fire Marshal's Office.

Hickory	City of Hickory Fire Prevention Bureau (828) 323-7522
Conover	City of Conover Fire Prevention Division (828)464-1191
Newton	City of Newton Division of Fire Prevention (828) 695-4284



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### ENVIRONMENTAL HEALTH PLAN REVIEW NOTICE

If you will be commencing construction or operation of any of the uses listed below, you must also apply to the Catawba County Environmental Health department and submit a plan review application and provide a set of plans for review. A Catawba County Environmental Health Contact Info form must be completed and submitted with the plan. If there is not an appropriate application to fill out for your type of construction, then submit the plans along with the contact info form.

Facilities serving food to the public must also submit a "Food Service Plan Review" application and a \$250.00 plan review fee. Public swimming pools and spas also submit the "Application for Public Swimming Pool Operation Permit" and a \$300.00 plan review fee.

Tattoo establishments must also submit the "Application for Tattooing Plan Review" and a \$265.00 plan review fee. The forms are available at the Catawba County Building Services, or on the Environmental Health website at

<http://www.catawbacountync.gov/environmentalhealth>

The General Statutes of North Carolina, under Public Health Law, § GS 130A, prohibits commencing construction on these types of facilities without first submitting plans and receiving approval from the local Environmental Health Department.

- Restaurant or any other facility selling food to the public
- Meat Market
- School Building or Lunchroom, public or private (includes colleges)
- Commissaries
- Elderly Nutrition Site
- Sport concession stand
- Hotel, Motel, or other Lodging establishment
- Bed and Breakfast Home or Inn
- Summer Camp
- Rest or Nursing Home
- Hospital
- Child Day Care Facility
- Migrant Housing
- Residential Care
- Jail
- Orphanage, Children's Home or similar
- Tattoo Parlor
- Swimming pool, spa, water spray area or other public impoundment of water (except single-family private residences)

If you have questions regarding whether your facility must obtain a plan review and permit from the Environmental Health Department, please call (828) 465-8270, or visit our offices, located in the Catawba County Government Center at 25 Government Drive, in Newton, North Carolina.

Please note if the food service establishment is a franchised or chain establishment an express plan review from Catawba County Environmental Health cannot be completed. You must submit your plans to the State Environmental Health Plan Review Section for review. Please contact them at 1-919-707-5864 or visit their website @ <https://ehs.ncpublichealth.com/faf/food/planreview/app.htm>



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### OCCUPANCY CLASSIFICATIONS AS DEFINED IN THE NC STATE BUILDING CODE

*Please use these classifications*

- A-1: Assembly, Theatres w/ Stage
- A-1: Assembly, Theatres w/o Stage
- A-2: Assembly, Nightclubs
- A-2: Assembly, Restaurant, Bar & Banquet Hall
- A-3: Assembly, Churches
- A-3: Assembly, Community Halls, Libraries
- A-4: Assembly, Arena
- B: Business, Office building,
- E: Educational
- F-1: Factory and Industrial, Moderate Hazard
- F-2: Factory and Industrial, Low Hazard
- H-1: High Hazard, Explosives
- H-2: High Hazard
- H-3: High Hazard
- H-4: High Hazard
- H-5: HPM
- I-1: Institutional, Supervised Environment
- I-2: Institutional, incapacitated
- I-3: Institutional, Restrained
- I-4: Institutional, Day Care Facilities
- M: Mercantile
- R-1: Residential, Hotels
- R-2: Residential, Multiple Families
- R-3: Residential, One-and-Two Family
- R-4: Residential, Care/Assisted Living Facilities
- S-1: Storage, Moderate Hazard
- S-2: Storage, Low Hazard
- U: Utility, Miscellaneous