



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:	

For Commercial Projects ONLY!	Does the Project have a Fire Alarm System?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the Project have a Sprinkler / Standpipe System? *	<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.	
	Will this Project require Environmental Health Review? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
	*If yes, submit one set of plans to Environmental Health with appropriate fee (see Page 4)	
	Type of Sewage Disposal: Is Public Sewage available on or adjacent to this project? *	<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.	
	Type of Water Service: Is Public Water available on or adjacent to this project? *	<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.	
	Are you disturbing more than 1 acre of soil? *	<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)		
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!	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this Project being submitted for Phased Construction? * Additional costs apply	<input type="checkbox"/> Yes <input type="checkbox"/> No	
*If yes, please check which phase?	<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"/> Demolition | <input type="checkbox"/> Modular |
| <input type="checkbox"/> Interior Demo | <input type="checkbox"/> Re-Roof | <input type="checkbox"/> Pier | <input type="checkbox"/> Repairs | <input type="checkbox"/> Swimming Pool | |
| <input type="checkbox"/> Footing/Found | <input type="checkbox"/> Shell-In | <input type="checkbox"/> Up-fit | <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Solar | <input type="checkbox"/> Townhouse |

TRADES NEEDED FOR PROJECT: Building Electrical Mechanical Plumbing

Fees are based upon square footage.

NEW BUILDING SQUARE FOOTAGE: _____ ADDITION TO EXISTING BUILDING SQUARE FOOTAGE: _____

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.

**If this project is a Change of Occupancy to a Mixed-Use Residential/Commercial, prior to plan review submittal a site visit between the plan reviewer and Architect must be arranged and completed. ** _____ (initial)

 Applicant / Contact Person Signature

 Print Name

 Date

***Person Responsible for Payment:** _____ **Phone #** _____

***Email Address:** _____

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



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