



Building Services Division • PO Box 1748 • 150 S. York St. • Gastonia, NC 28053 • 704-866-6729 phone • 704-836-0044 Fax

## Plans Submittal Checklist for Commercial Projects

It is the responsibility of the applicant to check all items on this list prior to submitting plans. All plans must meet the minimum plan submittal guidelines, all incomplete plans will not be reviewed and will be returned to applicant. **(Note, this is just a preliminary checklist for plan submittal only and does not include all information that may be required for completing permitting).**

- \_\_\_ Complete **Building Permit Application** and provide a primary contact name, address, phone number and email for project manager/design professional
- \_\_\_ If contractors and subs are not known please type in "TBD" in respective sections and include project cost on application. **Project cost includes turnkey price from Engineering to Occupancy.**
- \_\_\_ **Paper Plans** – submit two (2) complete sets showing all work to be done / **Electronic Plans** and all pertaining documentation to include Building Permit Application can be **emailed to [codeenf@cityofgastonia.com](mailto:codeenf@cityofgastonia.com)**
- \_\_\_ Fire Plans (Suppression Systems, Alarm & Detection System, Sprinkler or Standpipe System), **for separate fees and submittal instructions contact the Gastonia Fire Department located at: 260 N. Myrtle School Rd., Gastonia, NC 28052 – Tel: 704-866-6809**
- \_\_\_ Lien Agent for projects at \$30,000 and above is required by NCDOL. Go to [liensnc.com](http://liensnc.com) to obtain.
- \_\_\_ North Carolina Appendix B completed by design professional can be reproduced on the first or second page of the plans.
- \_\_\_ Plans must be sealed by a North Carolina registered Architect/Engineer if property is over 2,500 sq. ft. or over \$90,000 in construction cost.
- \_\_\_ Completed Electric Load Data Form.
- \_\_\_ Non-Refundable Plan Review Fee, in addition to \$100 for Fire Review, required at time of initial submittal (based on estimated job cost). Email cost of construction for amount due to [codeenf@cityofgastonia.com](mailto:codeenf@cityofgastonia.com).
- \_\_\_ Gaston County Environmental Health Department approval where applicable (food service, well & septic)
- \_\_\_ Affidavit of Workers Compensation Coverage per NCGS 87-14 completed by the GC (form available on our website) - For jobs over \$30,000 and may be submitted at a later date if GC is to be determined before permit issuance.
- \_\_\_ Construction/office trailers require a separate permit and a site plan showing location of trailer on the site

Note: Site plans will be required to be submitted to the Land Development Division (704-866-6943) for all new construction and most additions. For small additions, exterior remodeling, change of use and some interior remodeling a sketch plan may be required. If you have questions regarding this requirement, please contact **Joe Gates at [joeg@cityofgastonia.com](mailto:joeg@cityofgastonia.com) or Tucker Johnson at [tuckerj@cityofgastonia.com](mailto:tuckerj@cityofgastonia.com). There is a complete checklist and requirements for this process located on our website at [www.cityofgastonia.com](http://www.cityofgastonia.com).**

## How to Access Plan Review Comments and Status On-Line

If you are listed as the primary contact, rather than a general contractor, please use the primary phone number given at time of permit application submittal. If you are a contractor, please obtain your contractor identification number to access this system by emailing request to [codeenf@cityofgastonia.com](mailto:codeenf@cityofgastonia.com).

All primary contacts will receive an email message with regards to the approval or failure of the plan review from “Binspect” mailbox. All comments and contact information entered by the plans reviewer will be within the body of this email. Reviewer contact information will be located on this email to contact with questions or concerns.

If you would like to check the status of your review, please follow the following steps:

-<https://ibuild.cityofgastonia.com/openpermits/>

-**If contractor**– enter Contractor ID & Telephone associated with the account

-**If Homeowner/Owner/Design Firm** – enter telephone number given at time of application

-Click on Login

-Click on REVIEWS next to the address you are checking on and you will get a list of the reviews status for each and respective comments.

-Once the permit has been approved and issued you can schedule and check status of inspections using these same instructions, the REVIEW option will turn into an INSPECTIONS option.

## Plan Review Process & Procedures

Once plans have been submitted there is a one to three-week period of time required for initial review; (this will include Zoning, Fire, Building & Utilities(FOG))

If plans are approved, the design professional and/or General Contractor will receive an email letting them know.

If plans are disapproved, the design professional and/or General Contractor will receive an email with the required changes for re-submission of plans. If the plans were submitted electronically, you can resubmit in the same manner and only make the changes to the affected sheets. If paper plans were submitted, both sets will have to be picked up and corrections made to the affected sheets. Corrections or changes should be identified as such through the use of clouding or some other equally effective method.

## Resubmitting Changes after Plans Have Been Reviewed and Approved

Changes can be submitted in the same manner that you submitted the original plans. However, there will be a fee of \$15.00 per sheet for the resubmission if the plans have already been approved and the changes are voluntary and not requested by the plan reviewer (RTAP).

## Permit Issuance Information

Once you have received the email regarding the approval of plans, complete a permit application listing all trade contractors and list emails for all trades, if not already done so.

Please email to [codeenf@cityofgastonia.com](mailto:codeenf@cityofgastonia.com) or fax to **704-836-0044**. Once this updated application is received we will notify you when it is ready to be issued.

**There will be a \$15.00 per sheet charge for revisions to already approved plans after permit issuance.**

The General Contractor must come to the office to sign the permit & retrieve the placard and field set of plans, if paper plans were submitted. These plans will be a red-lined & stamped and must remain on site at all times. If the plans are electronic, we will email the approved stamped set of plans but they will need to be printed and on site for each inspection. **Failure to have stamped plans on site will result in a failed inspection and possibly incur re-inspection fees.**