



Commercial Plan Review Process
Lincoln County Planning & Inspections Department
115 W. Main Street, Lincolnton, NC 28092
Phone: (704) 736-8725

If the project is in the City of Lincolnton a City Zoning approval is required prior to submittal for Commercial Plan Review. Planning & Inspections will distribute the plans to the following departments:

Environmental Health
City Fire Marshal (if applicable)
County Fire Marshal (if applicable)
County Public Works
County Zoning (if applicable)
Building Inspections

We require a full electronic plan submittal in PDF form. A full submittal includes the following:

- | | | |
|--|--|---|
| <input type="checkbox"/> Appendix B Project Data Sheet (completed) | | |
| <input type="checkbox"/> Structural | <input type="checkbox"/> Architectural | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Civil (detailed site plan) |

- The plan review fee is \$100 per submittal. All fees will be collected when permit is approved.
- The review period shall last 21 (twenty-one) days for Plan review. If the review is completed prior to that time a member of our staff will contact you. Each submittal will be subject to an additional review period.
- Is Expedited plan review and Option? No, Lincoln County does not offer expedited Plan Review.
- Plans must be sealed. Unsealed plans will not be accepted.
- Exemption of a seal: A commercial building project with a total value of less than two hundred thousand dollars (\$200,000) and a total project area of less than 3,000 square feet shall be exempt from the requirement for a professional architectural seal. Other potential exemption may be found in NCGS 83A-13.
- Planning & Inspections will distribute comments from the individual departments back to the project contact once all reviews have been completed. Any questions related to these comments will need to be directed towards the department making that comment.
- No building permit will be issued until each department has approved their plan review.
- Appointment of Lien Agent Form must be completed, for projects greater than \$40,000 in value, prior to permit issuance as per North Carolina Session Law 2012-158, as revised.

- If a General Contractor is assigned to the job AND the project cost is greater than \$40,000 a Workers Comp (Appendix D) form is required to be submitted.

Plan Submittal Requirements

- Plans must be submitted in a PDF format. This can be accomplished by submittal of digital media by e-mail or by flash drive. If file is too large to e-mail a file sharing link can be included in your submittal.

Plan Labeling Requirements:

Drawing Type	Page Label
Cover Sheet	Cover
General Notes	G-1 or G-100
Civil	C-1 or C-100
Landscape	L-1 or L-100
Architectural	A-1 or A-100
Structural	S-1 or S-100
Mechanical	M-1 or M-100
Plumbing	P-1 or P-100
Fire	F-1 or F-100
Hardscape	H-1 or H-100

Page labels must generally conform to the structure outlined above. If the page label requirements are not met the plans must be resubmitted in compliance with this requirement. Cover sheet index must match the submittals. These page label are examples only and may reasonably differ according to your project.

- Digital Plan Submittals should be submitted as a PDF and shall be submitted as a combined document.
- Digital plan submittals must not be locked when submitted as this prevents markups from being created on the plan. Plans that are locked will be rejected and a resubmittal will be required.
- Plan revisions must be submitted as full packet. Partial submissions or individual sheets will not be accepted.
- Revisions shall be resubmitted as a PDF combined file. Revisions shall be clouded and must be accompanied by a summary page of revisions. When resubmitting the reference / permit number and project name should be included in e-mail.
- Any application submittal without activity for six months will be considered void. If you plan on proceeding with the project after this time, you will need to re-submit the application and plans.

Master Contact List

Planning & Inspections

Tammy Wells	Plans Coordinator	(704)736-8725	tammy.wells@lincolncountync.gov
John Smith	Inspections	(704)736-8723	john.smith@lincolncountync.gov
Maegan Rhoades	Zoning	(704)736-8420	maegan.rhoades@lincolncountync.gov

Environmental Health

Stacy Adcock	Food & Lodging	(704)736-8426	stacy.adcock@lincolncountync.gov
Jonathan Harris	On-Site Wastewater	(704)736-8426	jonathan.harris@lincolncountync.gov

County Public Works

Jonathan Drazenovich	Water/Sewer	(704)736-8495	jonathan.drazenovich@lincolncountync.gov
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County Fire Marshal

Rodney Emmett	Fire	(704)736-8514	rodney.emmett@lincolncountync.gov
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Natural Resources

Danielle Rudisill	Erosion Control	(704)736-8501	danielle.rudisill@lincolncountync.gov
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City Fire Marshal

Gary Stevenson	City Fire	(704)736-8920	gstevenson@lincolntonnc.org
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City Planning and Zoning

Ashley Jones	City Zoning	(704)736-8930	ajones@lincolntonnc.org
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Commercial Plan Review Application

Lincoln County Planning & Inspections

115 W. Main Street, Lincolnton, NC 28092

Phone: (704) 736-8725

tammy.wells@lincolncountync.gov

Parcel ID# _____

Permit # _____

APPLICANT INFORMATION

Applicant Name: _____ Phone #: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Land Owner's Name (if not same): _____ Phone #: _____

Structure Owner's Name (if not same): _____ Phone #: _____

Occupant of Structure (if not same): _____ Phone #: _____

SITE INFORMATION

Project Name: _____

Address where structure is to be located: _____

Subdivision Name: _____ Lot #: _____

APPLICATION TYPE

Description of Work (check all that apply):

- ☐ New Building ☐ Addition ☐ Accessory Building ☐ Upfit ☐ Shell
☐ Misc. _____

Description of Work: _____

Construction Cost for Structure (do not include cost of land): _____

CONTRACTOR INFORMATION

General Contractor: _____ License #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

STRUCTURE INFORMATION

Type of Construction: ☐ I-A ☐ I-B ☐ II-A ☐ II-B ☐ III-A ☐ III-B ☐ IV ☐ V-A ☐ V-B

Primary Occupancy: _____ (Per [NC Building Code Chapter 3](#) Section 302 Classification)

Proposed use of structure: _____ (Per [UDO Article 2.2.1-Use Table](#))

Fire Sprinklers: ☐ Yes ☐ No

Heat Type: ☐ Elec ☐ LP ☐ Nat'l Gas

of Bath's: _____ # of stories: _____

Foundation: ☐ Basement ☐ Crawl ☐ Slab

Heated Sq. Ft.: _____ + Unheated Sq. Ft.: _____ = Total Sq. Ft.: _____

Existing use of land: _____ Acreage of lot/tract: _____

Natural Resources

- ☐ This project requires an erosion control plan (will disturb 20,000 square feet of land or more), and a plan has submitted to Natural Resources.
- ☐ This project will disturb over 1,000 square feet of land during this construction project and Soil & Erosion Application attached
- ☐ This project will not disturb over 1,000 square feet of land.

PLEASE READ THE FOLLOWING BEFORE SIGNING:

By signing this application below, I certify that I am authorized to apply for plan review on this job, that the information given is true and complete to the best of my knowledge.

I certify that I have read the foregoing statement and that I accept responsibility for this project including any penalties assessed. I understand that all work is subject to inspection or testing at the Inspector's discretion and the field inspection has final authority. I further understand that it is my responsibility to meet all zoning setbacks and restrictions.

One (1) PDF complete sets of construction plans (including civil plans) must be submitted for review. Plans must include Appendix B - Building Summary & all mechanical, electrical, & plumbing. See Commercial Plan Review Process for full submittal requirements.

Subcontractor's must pull separate permit for each trade.

********Incomplete plans will not be accepted.********

********Allow at least 21 days for the review of plans********

Signature (owner/contractor): _____

Print Name: _____ Date: _____

☐ **Owner** ☐ **General Contractor**

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Subcontractor's must pull separate permit for each trade.

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********Allow at least 21 days for the review of plans********

Signature (owner/contractor): _____

Print Name: _____ Date: _____

☐ **Owner** ☐ **General Contractor**

STATE OF NORTH CAROLINA

OWNER EXEMPTION AFFIDAVIT
PURSUANT TO G.S. 87-14 (a) (1)

COUNTY OF LINCOLN

Lincoln County Planning & Inspections Department

Parcel Identification Number and address where the building is to be constructed: PIN_____

Address_____

Type of construction: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other

Intended use after completion (e.g. Personal residence): _____

Building permit number associated with this application: _____

I, _____ (_____) _____
(Print Full Name) (Phone Number)

hereby claim exemption from licensure under G.S. 87-1(b)(2) by **initialing** the relevant provision in paragraph 1 and **initialing** paragraphs 2-5 below attesting to the following:

1. _____ I certify I am the owner of the property set forth above on which a building is to be constructed or altered and for which application for a building permit is hereby made;
OR
_____ I am legally authorized to act on behalf of the firm or corporation that is constructing or altering this building on the property owned by the firm or corporation as set forth above:

(Name of Firm or Corporation)

2. _____ I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1, Chapter 87 of the General Statutes of North Carolina.
3. _____ I will be on site regularly during construction and I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.
4. _____ I understand that by executing this licensing exemption AFFIDAVIT pursuant to G.S. 87-1(b)(2), I am required by law to occupy the building for which the licensing exemption is granted for twelve months after completion, during which time it may not be offered for rent, lease or sale.
5. _____ I understand a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification I am validly entitled to claim an exemption under G.S. 87-1(b)(2) for the building construction or alteration specified herein. I further understand if the North Carolina Licensing Board for General Contractors determines I am not entitled to claim this exemption the building permit issued for the construction or alteration specified herein shall be revoked pursuant to G.S 160D-1115.

(Signature of Affiant) _____
(Date)

Sworn or affirmed and subscribed before me this the _____ day of _____, 20_____

(Signature of Notary Public)

(Notary Stamp or Seal)

(Printed Name of Notary Public)

(NOTE: It is a class F felony to willfully commit perjury in any affidavit taken pursuant to NC G.S. 14-209)

2018 APPENDIX B
BUILDING CODE SUMMARY FOR ALL COMMERCIAL PROJECTS
(EXCEPT 1 AND 2-FAMILY DWELLINGS AND TOWNHOUSES)

(Reproduce the following data on the building plans sheet 1 or 2)

Name of Project: _____

Address: _____ Zip Code _____

Owner/Authorized Agent: _____ Phone # (_____) _____ - _____ E-Mail _____

Owned By: ☐ City/County ☐ Private ☐ State

Code Enforcement Jurisdiction: ☐ City _____ ☐ County _____ ☐ State

CONTACT:

DESIGNER	FIRM	NAME	LICENSE #	TELEPHONE #	E-MAIL
Architectural	_____	_____	_____	(____) _____	_____
Civil	_____	_____	_____	(____) _____	_____
Electrical	_____	_____	_____	(____) _____	_____
Fire Alarm	_____	_____	_____	(____) _____	_____
Plumbing	_____	_____	_____	(____) _____	_____
Mechanical	_____	_____	_____	(____) _____	_____
Sprinkler-Standpipe	_____	_____	_____	(____) _____	_____
Structural	_____	_____	_____	(____) _____	_____
Retaining Walls >5' High	_____	_____	_____	(____) _____	_____
Other	_____	_____	_____	(____) _____	_____

("Other" should include firms and individuals such as truss, precast, pre-engineered, interior designers, etc.)

2018 NC BUILDING CODE: ☐ New Building ☐ Addition ☐ Renovation

☐ 1st Time Interior Completion

☐ Shell/Core - Contact the local inspection jurisdiction for possible additional procedures and requirements

☐ Phased Construction - Shell/Core- Contact the local inspection jurisdiction for possible additional procedures and requirements

2018 NC EXISTING BUILDING CODE: EXISTING: ☐ Prescriptive ☐ Repair ☐ Chapter 14

Alteration: ☐ Level I ☐ Level II ☐ Level III

☐ Historic Property ☐ Change of Use

CONSTRUCTED: (date) _____ **CURRENT OCCUPANCY(S) (Ch. 3):** _____

RENOVATED: (date) _____ **PROPOSED OCCUPANCY(S) (Ch. 3):** _____

RISK CATEGORY (Table 1604.5): **Current:** ☐ I ☐ II ☐ III ☐ IV

Proposed: ☐ I ☐ II ☐ III ☐ IV

BASIC BUILDING DATA

Construction Type: ☐ I-A ☐ II-A ☐ III-A ☐ IV ☐ V-A

(check all that apply) ☐ I-B ☐ II-B ☐ III-B ☐ V-B

Sprinklers: ☐ No ☐ Partial ☐ Yes ☐ NFPA 13 ☐ NFPA 13R ☐ NFPA 13D

Standpipes: ☐ No ☐ Yes Class ☐ I ☐ II ☐ III ☐ Wet ☐ Dry

Fire District: ☐ No ☐ Yes **Flood Hazard Area:** ☐ No ☐ Yes

Special Inspections Required: ☐ No ☐ Yes (Contact the local inspection jurisdiction for additional procedures and requirements.)

Gross Building Area Table			
FLOOR	EXISTING (SQ FT)	NEW (SQ FT)	SUB-TOTAL
3 rd Floor			
2 nd Floor			
Mezzanine			
1 st Floor			
Basement			
TOTAL			

ALLOWABLE AREA

Primary Occupancy Classification(s):

- Assembly ☐ A-1 ☐ A-2 ☐ A-3 ☐ A-4 ☐ A-5
 Business ☐
 Educational ☐
 Factory ☐ F-1 Moderate ☐ F-2 Low
 Hazardous ☐ H-1 Detonate ☐ H-2 Deflagrate ☐ H-3 Combust ☐ H-4 Health ☐ H-5 HPM
 Institutional ☐ I-1 Condition ☐ 1 ☐ 2
 ☐ I-2 Condition ☐ 1 ☐ 2
 ☐ I-3 Condition ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
 ☐ I-4
 Mercantile ☐
 Residential ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4
 Storage ☐ S-1 Moderate ☐ S-2 Low ☐ High-piled
 ☐ Parking Garage ☐ Open ☐ Enclosed ☐ Repair Garage
 Utility and Miscellaneous ☐

Accessory Occupancy Classification(s): _____

Incidental Uses (Table 509): _____

Special Uses (Chapter 4 – List Code Sections): _____

Special Provisions: (Chapter 5 – List Code Sections): _____

Mixed Occupancy: ☐ No ☐ Yes Separation: _____ Hr. Exception: _____

☐ Non-Separated Use (508.3) - The required type of construction for the building shall be determined by applying the height and area limitations for each of the applicable occupancies to the entire building. The most restrictive type of construction, so determined, shall apply to the entire building.

☐ Separated Use (508.4) - See below for area calculations for each story, the area of the occupancy shall be such that the sum of the ratios of the actual floor area of each use divided by the allowable floor area for each use shall not exceed 1.

$$\frac{\text{Actual Area of Occupancy A}}{\text{Allowable Area of Occupancy A}} + \frac{\text{Actual Area of Occupancy B}}{\text{Allowable Area of Occupancy B}} \leq 1$$

$$\underline{\hspace{2cm}} + \underline{\hspace{2cm}} + \dots = \underline{\hspace{2cm}} \leq 1.00$$

STORY NO.	DESCRIPTION AND USE	(A) BLDG AREA PER STORY (ACTUAL)	(B) TABLE 506.2 ⁴ AREA	(C) AREA FOR FRONTAGE INCREASE ^{1,5}	(D) ALLOWABLE AREA PER STORY OR UNLIMITED ^{2,3}

¹ Frontage area increases from Section 506.3 are computed thus:

- Perimeter which fronts a public way or open space having 20 feet minimum width = _____ (F)
- Total Building Perimeter = _____ (P)
- Ratio (F/P) = _____ (F/P)
- W = Minimum width of public way = _____ (W)
- Percent of frontage increase $I_f = 100[F/P - 0.25] \times W/30 =$ _____ (%)

² Unlimited area applicable under conditions of Section 507.

³ Maximum Building Area = total number of stories in the building x D (maximum 3 stories) (506.2).

⁴ The maximum area of open parking garages must comply with Table 406.5.4.

⁵ Frontage increase is based on the unsprinklered area value in Table 506.2.

ALLOWABLE HEIGHT

	ALLOWABLE	SHOWN ON PLANS	CODE REFERENCE ¹
Building Height in Feet (Table 504.3) ²			
Building Height in Stories (Table 504.4) ³			

¹ Provide code reference if the "Shown on Plans" quantity is not based on Table 504.3 or 504.4.

² The maximum height of air traffic control towers must comply with Table 412.3.1.

³ The maximum height of open parking garages must comply with Table 406.5.4.

FIRE PROTECTION REQUIREMENTS

BUILDING ELEMENT	FIRE SEPARATION DISTANCE (FEET)	RATING		DETAIL # AND SHEET #	DESIGN # FOR RATED ASSEMBLY	SHEET # FOR RATED PENETRATION	SHEET # FOR RATED JOINTS
		REQ'D	PROVIDED (w/_____* REDUCTION)				
Structural Frame, including columns, girders, trusses							
Bearing Walls							
Exterior							
North							
East							
West							
South							
Interior							
Nonbearing Walls and Partitions							
Exterior walls							
North							
East							
West							
South							
Interior walls and partitions							
Floor Construction Including supporting beams and joists							
Floor Ceiling Assembly							
Columns Supporting Floors							
Roof Construction, including supporting beams and joists							
Roof Ceiling Assembly							
Columns Supporting Roof							
Shaft Enclosures - Exit							
Shaft Enclosures - Other							
Corridor Separation							
Occupancy/Fire Barrier Separation							
Party/Fire Wall Separation							
Smoke Barrier Separation							
Smoke Partition							
Tenant/Dwelling Unit/ Sleeping Unit Separation							
Incidental Use Separation							

* Indicate section number permitting reduction

PERCENTAGE OF WALL OPENING CALCULATIONS

FIRE SEPARATION DISTANCE (FEET) FROM PROPERTY LINES	DEGREE OF OPENINGS PROTECTION (TABLE 705.8)	ALLOWABLE AREA (%)	ACTUAL SHOWN ON PLANS (%)

LIFE SAFETY SYSTEM REQUIREMENTS

Emergency Lighting: ☐ No ☐ Yes
Exit Signs: ☐ No ☐ Yes
Fire Alarm: ☐ No ☐ Yes
Smoke Detection Systems: ☐ No ☐ Yes ☐ Partial _____
Carbon Monoxide Detection: ☐ No ☐ Yes

LIFE SAFETY PLAN REQUIREMENTS

Life Safety Plan Sheet #: _____

- ☐ Fire and/or smoke rated wall locations (Chapter 7)
- ☐ Assumed and real property line locations (if not on the site plan)
- ☐ Exterior wall opening area with respect to distance to assumed property lines (705.8)
- ☐ Occupancy Use for each area as it relates to occupant load calculation (Table 1004.1.2)
- ☐ Occupant loads for each area
- ☐ Exit access travel distances (1017)
- ☐ Common path of travel distances (Tables 1006.2.1 & 1006.3.2(1))
- ☐ Dead end lengths (1020.4)
- ☐ Clear exit widths for each exit door
- ☐ Maximum calculated occupant load capacity each exit door can accommodate based on egress width (1005.3)
- ☐ Actual occupant load for each exit door
- ☐ A separate schematic plan indicating where fire rated floor/ceiling and/or roof structure is provided for purposes of occupancy separation
- ☐ Location of doors with panic hardware (1010.1.10)
- ☐ Location of doors with delayed egress locks and the amount of delay (1010.1.9.7)
- ☐ Location of doors with electromagnetic egress locks (1010.1.9.9)
- ☐ Location of doors equipped with hold-open devices
- ☐ Location of emergency escape windows (1030)
- ☐ The square footage of each fire area (202)
- ☐ The square footage of each smoke compartment for Occupancy Classification I-2 (407.5)
- ☐ Note any code exceptions or table notes that may have been utilized regarding the items above

ACCESSIBLE DWELLING UNITS
(SECTION 1107)

TOTAL UNITS	ACCESSIBLE UNITS REQUIRED	ACCESSIBLE UNITS PROVIDED	TYPE A UNITS REQUIRED	TYPE A UNITS PROVIDED	TYPE B UNITS REQUIRED	TYPE B UNITS PROVIDED	TOTAL ACCESSIBLE UNITS PROVIDED

ACCESSIBLE PARKING
(SECTION 1106)

LOT OR PARKING AREA	TOTAL # OF PARKING SPACES		# OF ACCESSIBLE SPACES PROVIDED			TOTAL # ACCESSIBLE PROVIDED
	REQUIRED	PROVIDED	REGULAR WITH 5' ACCESS AISLE	VAN SPACES WITH		
				132" ACCESS AISLE	8' ACCESS AISLE	
TOTAL						

PLUMBING FIXTURE REQUIREMENTS
(TABLE 2902.1)

USE		WATERCLOSETS			URINALS	LAVATORIES			SHOWERS /TUBS	DRINKING FOUNTAINS	
		MALE	FEMALE	UNISEX		MALE	FEMALE	UNISEX		REGULAR	ACCESSIBLE
SPACE	EXIST'G										
	NEW										
	REQ'D										

SPECIAL APPROVALS

Special approval: (Local Jurisdiction, Department of Insurance, OSC, DPI, DHHS, etc., describe below)

ENERGY SUMMARY

ENERGY REQUIREMENTS:

The following data shall be considered minimum and any special attribute required to meet the energy code shall also be provided. Each Designer shall furnish the required portions of the project information for the plan data sheet. If performance method, state the annual energy cost for the standard reference design vs annual energy cost for the proposed design.

Existing building envelope complies with code: ☐ No ☐ Yes (The remainder of this section is not applicable)

Exempt Building: ☐ No ☐ Yes (Provide code or statutory reference): _____

Climate Zone: ☐ 3A ☐ 4A ☐ 5A

Method of Compliance: Energy Code ☐ Performance ☐ Prescriptive
ASHRAE 90.1 ☐ Performance ☐ Prescriptive
(If "Other" specify source here) _____

THERMAL ENVELOPE (Prescriptive method only)

Roof/ceiling Assembly (each assembly)

Description of assembly: _____
U-Value of total assembly: _____
R-Value of insulation: _____
Skylights in each assembly: _____
U-Value of skylight: _____
total square footage of skylights in each assembly: _____

Exterior Walls (each assembly)

Description of assembly: _____
U-Value of total assembly: _____
R-Value of insulation: _____
Openings (windows or doors with glazing)
U-Value of assembly: _____
Solar heat gain coefficient: _____
projection factor: _____
Door R-Values: _____

Walls below grade (each assembly)

Description of assembly: _____
U-Value of total assembly: _____
R-Value of insulation: _____

Floors over unconditioned space (each assembly)

Description of assembly: _____
U-Value of total assembly: _____
R-Value of insulation: _____

Floors slab on grade

Description of assembly: _____
U-Value of total assembly: _____
R-Value of insulation: _____
Horizontal/vertical requirement: _____
slab heated: _____

2018 APPENDIX B
BUILDING CODE SUMMARY FOR ALL COMMERCIAL PROJECTS
STRUCTURAL DESIGN
(PROVIDE ON THE STRUCTURAL SHEETS IF APPLICABLE)

DESIGN LOADS:

Importance Factors: Snow (I_S) _____
Seismic (I_E) _____

Live Loads: Roof _____ psf
Mezzanine _____ psf
Floor _____ psf

Ground Snow Load: _____ psf

Wind Load: Ultimate Wind Speed _____ mph (ASCE-7)
Exposure Category _____

SEISMIC DESIGN CATEGORY: ☐ A ☐ B ☐ C ☐ D

Provide the following Seismic Design Parameters:

Risk Category (Table 1604.5) ☐ I ☐ II ☐ III ☐ IV

Spectral Response Acceleration S_s _____ %g S_1 _____ %g

Site Classification (ASCE 7) ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F

Data Source: ☐ Field Test ☐ Presumptive ☐ Historical Data

Basic structural system ☐ Bearing Wall ☐ Dual w/Special Moment Frame
☐ Building Frame ☐ Dual w/Intermediate R/C or Special Steel
☐ Moment Frame ☐ Inverted Pendulum

Analysis Procedure: ☐ Simplified ☐ Equivalent Lateral Force ☐ Dynamic

Architectural, Mechanical, Components anchored? ☐ Yes ☐ No

LATERAL DESIGN CONTROL: Earthquake ☐ Wind ☐

SOIL BEARING CAPACITIES:

Field Test (provide copy of test report) _____ psf

Presumptive Bearing capacity _____ psf

Pile size, type, and capacity _____

2018 APPENDIX B
BUILDING CODE SUMMARY FOR ALL COMMERCIAL PROJECTS
MECHANICAL DESIGN
(PROVIDE ON THE MECHANICAL SHEETS IF APPLICABLE)

MECHANICAL SUMMARY

MECHANICAL SYSTEMS, SERVICE SYSTEMS AND EQUIPMENT

Thermal Zone

winter dry bulb: _____

summer dry bulb: _____

Interior design conditions

winter dry bulb: _____

summer dry bulb: _____

relative humidity: _____

Building heating load: _____

Building cooling load: _____

Mechanical Space Conditioning System

Unitary

description of unit: _____

heating efficiency: _____

cooling efficiency: _____

size category of unit: _____

Boiler

Size category. If oversized, state reason.: _____

Chiller

Size category. If oversized, state reason.: _____

List equipment efficiencies: _____

2018 APPENDIX B
BUILDING CODE SUMMARY FOR ALL COMMERCIAL PROJECTS
ELECTRICAL DESIGN
(PROVIDE ON THE ELECTRICAL SHEETS IF APPLICABLE)

ELECTRICAL SUMMARY

ELECTRICAL SYSTEM AND EQUIPMENT

Method of Compliance: Energy Code ☐ Performance ☐ Prescriptive
ASHRAE 90.1 ☐ Performance ☐ Prescriptive

Lighting schedule (each fixture type)

lamp type required in fixture
number of lamps in fixture
ballast type used in the fixture
number of ballasts in fixture
total wattage per fixture
total interior wattage specified vs. allowed (whole building or space by space)
total exterior wattage specified vs. allowed

Additional Efficiency Package Options

(When using the 2018 NCECC; not required for ASHRAE 90.1)

- ☐ C406.2 More Efficient HVAC Equipment Performance
 - ☐ C406.3 Reduced Lighting Power Density
 - ☐ C406.4 Enhanced Digital Lighting Controls
 - ☐ C406.5 On-Site Renewable Energy
 - ☐ C406.6 Dedicated Outdoor Air System
 - ☐ C406.7 Reduced Energy Use in Service Water Heating
-
-

APPENDIX D
AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE
N.C.G.S. §87-14

The undersigned applicant for Building Permit # _____ being the

Contractor: _____

Owner: _____

Officer/Agent of the Contractor or Owner: _____

Do hereby aver under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:

_____ has/have three (3) or more employees and have obtained workers' compensation insurance to cover them,

_____ has/have one or more subcontractor(s) and have obtained workers' compensation insurance to cover them,

_____ has/have one or more subcontractor(s) who has/have their own policy of workmen's compensation covering themselves,

_____ has/have not more than two (2) employees and no subcontractors,

while working on the project for which this permit is sought. It is understood that the Inspection Department issuing the permit may require certificates of coverage of workers, compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Firm name: _____

By: _____

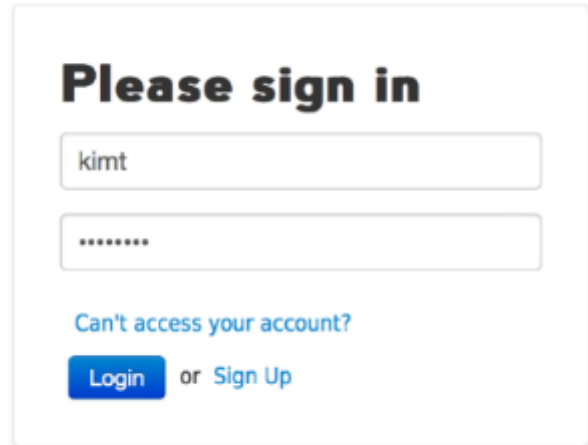
Title: _____

Date: _____

NOTE: All fields are optional unless otherwise indicated.

Step 1: Login

1. Click on the 'Login' link above.
2. If this is the first time using the system, click on the 'Sign Up' link and follow instructions to create an account.
3. Returning users can enter their login credentials and select the 'Login' button.
4. Returning users who cannot access their account should click on the 'Can't access your account?' link and follow the instructions.



Please sign in

kimt

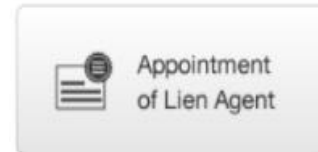
[Can't access your account?](#)

or [Sign Up](#)

NOTE: Please be aware, your password must include:

- At least one capital letter
- At least one special character (ex: !, @, #, \$, %, etc.)
- At least one number
- At least 8 characters in length

Step 2: File - Select Appointment of Lien Agent



Appointment of Lien Agent

Step 3: Designate a Lien Agent

From the drop-down menu, select your preferred Lien Agent. (If your preferred Lien Agent is not listed at the time of filing, you may want to contact them regarding their status with LiensNC.) However, it is not important which Lien Agent is selected. ➡ The screenshot to the right is a preliminary list.

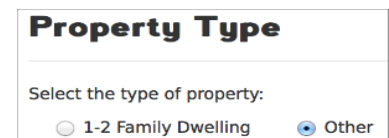


Chicago Title Company, LLC
Fidelity National Title Company, LLC
First American Title Insurance Company
Investors Title Insurance Company
North American Title Insurance Company
Old Republic National Title Insurance Company
Premier Land Title Insurance Company
Stewart Title Guaranty Company
WFG National Title Insurance Company

NOTE: The selected Lien Agent will receive an automated notification from the system. There is no need for users to contact the Lien Agent directly or provide additional information.

Step 4: Property Type

Choose the property type that best describes your project. (If not a 1-2 family dwelling, choose 'Other.')



Property Type

Select the type of property:

☐ 1-2 Family Dwelling ☒ Other

NOTE: Be sure to confirm your property type selection before processing your payment; as this cannot be edited once submitted.

Step 5: Owner Information

1. Enter the owner's first and last name.
2. Enter the owner's current street address, city, state, and zip.
3. Enter the owner's email address. (This address is used for informational purposes only. You must provide the owner's email address in the 'Filing Notification Alerts' section so that the owner will receive automated emails from the system relating to your project.)
4. Enter the owner's phone number.

Owner Information	
Name:	<input type="text"/> Required
Street 1:	<input type="text"/> Required
Street 2:	<input type="text"/>
City:	<input type="text"/> Required
State:	<input type="text" value="Select State:"/> Required
Zip:	<input type="text"/> Required
Email:	<input type="text"/>
Phone:	<input type="text"/> Required

Step 6: Contractor Information

1. Enter the contractor's first and last name.
2. Enter the contractor's current street address, city, state, and zip.
3. Enter the contractor's email address. (This address is used for informational purposes only. Enter the contractor's email address in the 'Filing Notification Alerts' section if you would like for them to receive automated emails from the system relating to your project.)
4. Enter the contractor's phone number.

Contractor Information	
Name:	<input type="text"/>
Street 1:	<input type="text"/>
Street 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="Select State:"/>
Zip:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>

Step 7: Project Property

1. Provide the tax map, block and lot of the property, the street address, and/or the other legal description. (At least one is required.)
2. Enter the city and zip.
3. Enter the tax parcel ID. (If known)

Project Property

Tax Map, Block and Lot, Project Street Address, or Other Legal Description is Required

Project Tax Map, Block, and Lot:

Tax Map

Block

Lot

Street Address:

Project property address

Other Legal Description:

Joe name, subdivision, lot number, recorded instrument (Book and Page), common name of the project or other reference by which tract is commonly identified to contractors, subcontractors and suppliers

City:

Project property city

Required

Zip:

Project property zip or postal code

Tax Parcel ID:

Can only contain numbers, letters and dashes (-) and spaces ()

Step 8: Pre-Permit Workers

Provide contact information regarding:

- Pre-permit Contractors (Provided work on the property prior to posting)
- Design Professionals (Architects, landscape architects, surveyors, and engineers)
- Contractors or Sub-Contractors who have not provided labor, materials or rental equipment at the site.

NOTE: You must provide the email addresses in the additional fields below of **all** design professionals listed.
If no pre-permit workers have performed work on the site, state 'None.'

Pre-Permit Workers

Pre-permit contractors, design professionals, contractor or sub who has not provided labor at the site:

Must include name, address, phone, fax and email, of any architects, engineers, land surveyors, landscape architects, and contractors, subs or suppliers who provided labor to the site prior to posting of this appointment, and contractors, subs or suppliers already contracted but who have not furnished labor at the site. If none, state "NONE" as your legal certification.

Required

Notification Alert Email:

Add more...

Step 9: Date of First Furnishing

Enter the date of first improvements added or materials furnished.

Date of First Furnishing

Date first improvements added or materials furnished:

Step 10: Filing Notification Alerts

Emails will be sent to the email addresses provided whenever anyone files against this property. (Example: owner, contractor, other interested party) To include additional email addresses in automated notifications, use the 'Track This' feature, which can be found on the project details page once this Appointment has been submitted.

Filing Notification Alerts

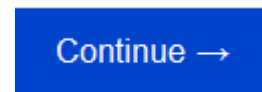
Emails will be sent to these optional email addresses whenever anyone files against this property.

Notification Email 1:

Notification Email 2:

Notification Email 3:

Step 11: Click on the Continue Button



NOTE: You cannot edit this filing after submitting. Therefore, we suggest you carefully review the provided information.

Step 12: Review & Submit

1. Review your Appointment to ensure all information is accurate. (After you submit, you will not be able to edit this posting.)
2. Edit the Appointment if you'd like to make any last minute revisions.
3. Click on the 'Pay Later' or 'Pay Now' button to submit this filing.

Pay Later - Adds the Appointment to your Cart so that you can process your payment for this filing (and any other filings previously placed in your cart) at your convenience.
NOTE: This filing is not entered into the system until your payment is processed.

Pay Now - Takes you to the payment page, where you can provide your billing information and process the filing.



Step 13: Review Cart or Process Payment

- If you elected to pay later, you will advance to the Cart page where you can pay for the selected filings.

NOTE: Unpaid filings are not entered into the system until payment is made.

Unpaid Filings									
Your Cart									
Selected	Filing Type	Filing Date	Project Property	Lien Agent	Potential Lien Claimant / Owner	Contractor	Pre-permit Workers	Filed By	Action
<input checked="" type="checkbox"/>	Appointment of Lien Agent		Lot 32 Any Subdivision Any Street Any City, NC 28000	Chicago Title Company, LLC	Owner, INC. 755 Charles Place Anytown, N. 27294 P: 336-000-0000	Owner Builder, INC. 343 Boulder Lane, Summerfield, NC 28264	Design Professionals, Inc. 111 Main Street Happy City, NC 334-555-5555 Nancy.herguon@ct.com tarmovers, LLC same as above Foundations Plus, Inc. same as above	test	Delete
<input checked="" type="checkbox"/>	Appointment of Lien Agent		Lot 33 Any Subdivision Any Street Any City, NC 28000	Chicago Title Company, LLC	Owner Owners Office, Any City, NC 28000 P: 336-000-0000 E: ATTY1@ANY.COM			test	Delete
									Pay Now

- If you elected to pay now, you will need to provide you payment and billing information to successfully process the transaction and complete the Appointment.

NOTE: You will need to enter your payment information and carefully review; as refunds cannot be made. Also, you must click on the 'Continue' button after the transaction is processed in order for your filing to be successfully submitted.

Step 14: Post at Site

Once your Appointment is successfully submitted, you are required to post the project details at the job site.



To obtain this information, go to the History section of the site, click on the **BLUE ENTRY NUMBER** and then click on the 'Print Page' button.

A notice of the Appointment details will be sent to the email addresses provided in the Filing Notification Alerts section you listed on the Appointment of Lien Agent filing.

THIS PRINTOUT IS WHAT YOU WILL NEED TO PROVIDE TO THE BUILDING PERMIT OFFICE AND POST AT THE JOB SITE.



NOTE: The LiensNC contact information is provided at the bottom of the project details printout page.

EROSION AND SEDIMENT CONTROL FOR SINGLE LOT DISTURBANCE OF LESS THAN ONE ACRE APPLICATION

FEE = \$50 PER LOT

Building & Land Dev. (704)736-8440

Natural Resources (704)736-8501

L O C A T I O N / T Y P E	SUBDIVISION	STREET #	STREET NAME	PARCEL ID#	LOT#	PERMIT #	TYPE
	Size of lot: _____ (sq ft or acres) Amount of lot to be disturbed: _____ (sq ft or acres) Anticipated starting date of construction: _____ Is there a stream, lake or watercourse on or near the lot? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes show on sketch) Name _____ Structure Type: SFD MODH MFSW MFDW ADD/ALT ACC BLDG						 
A P P R O A C H	Choose one of the following: <input type="checkbox"/> The most appropriate option from the back of this notice is option _____ or a combination of options _____ & _____. <input type="checkbox"/> A sediment basin located on lot _____ is handling soil erosion and sedimentation control. A construction entrance will be installed on this lot. <input type="checkbox"/> The sediment control is as drawn in the space to the right. <input type="checkbox"/> Sediment Control— See attached		Erosion Control Measures (include vicinity sketch and north arrow) <div style="border: 1px solid black; height: 200px; width: 100%;"></div> (no scale)				
A P P L I C A N T	<p style="background-color: yellow;">I CERTIFY THE INFORMATION THAT I HAVE PROVIDED IN THIS APPLICATION AND ANY ATTACHED DOCUMENTS ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I ACCEPT RESPONSIBILITY OF INSTALLATION AND MAINTENANCE OF THE SOIL EROSION AND SEDIMENTATION CONTROL MEASURES FOR THIS LOT UNTIL IT IS COMPLETELY STABILIZED WITH GROUND COVER. I UNDERSTAND THAT NOT FOLLOWING THESE ORDINANCE GUIDELINES WILL RESULT IN POTENTIAL FINES AND/OR HOLDING UP OF BUILDING INSPECTIONS ON THIS PROJECT.</p> <div style="display: flex; justify-content: space-between;"> <div>PRINT OWNER'S NAME _____</div> <div>TELEPHONE _____</div> <div>OWNER'S SIGNATURE _____</div> <div>DATE _____</div> </div> <div>OWNER'S PRINTED MAILING ADDRESS _____</div> <div>OWNER'S E-MAIL ADDRESS _____</div> <div style="display: flex; justify-content: space-between;"> <div>PRINT BUILDER'S NAME _____</div> <div>TELEPHONE _____</div> <div>BUILDER'S SIGNATURE _____</div> <div>DATE _____</div> </div> <div>BUILDER'S PRINTED MAILING ADDRESS _____</div> <div>BUILDER'S E-MAIL ADDRESS _____</div>						

Revised: 03/15/15

Any disturbance of less than 1,000 square feet will not require this permit.

EROSION CONTROL OPTIONS FOR LOT CONSTRUCTION

The Soil Erosion and Sedimentation Control Ordinance requires that anyone conducting a land-disturbing activity prevent sediment from leaving the disturbed site. Furthermore, conducting any land-disturbing activity consisting of one acre or more requires a permit before beginning the disturbance. This includes disturbance of multiple lots totaling one acre or more, regardless of proximity to each other within a subdivision; in cases where fill material is stockpiled, needed, or wasted, the area where this material is stored, coming from, or going to, must be included in the total area of disturbance. Erosion Control measures must be installed prior to any grading or construction on site and maintained correctly to function properly. Please refer to the [NC Erosion and Sediment Control Planning and Design Manual](#) for specific guidance as it relates to installation and maintenance. The site shall be inspected for maintenance needs weekly and after each storm event, whichever is sooner.

SEDIMENTATION AND EROSION CONTROL OPTIONS

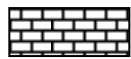
LEGEND

INSTRUCTIONS: IDENTIFY ONE OR ANY COMBINATION OF LETTERS FROM THE SEDIMENT CONTROL SKETCHES BELOW THAT BEST DESCRIBES THE EROSION CONTROL MEASURES THAT WILL BE USED DURING CONSTRUCTION.

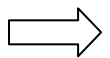
Silt Fence:



Construction Entrance:



Direction of Flow:

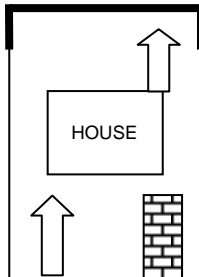


Construction Sequence:

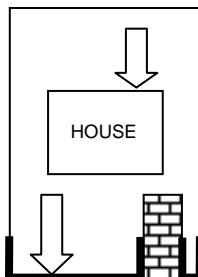
1. Install construction entrance; 2. Install silt fence; 3. Rough grade site; 4. Final grade site; 5. Stabilize site; 6. Remove erosion control measures after site has been inspected for compliance by the Natural Resource Department.

EROSION CONTROL OPTIONS

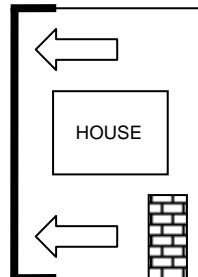
Flow to the Rear
OPTION A



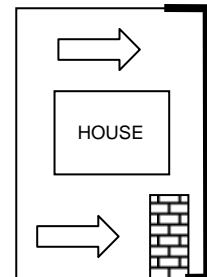
Flow to the Front
OPTION B



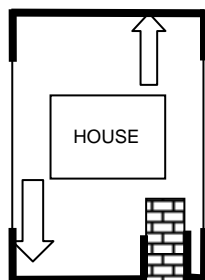
Flow to the Left
OPTION C



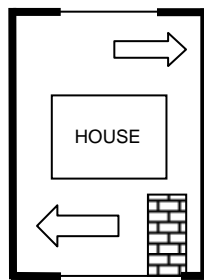
Flow to the Right
OPTION D



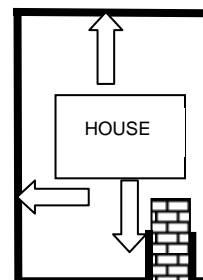
Flow to the Front & Rear
OPTION E



Flow to the Left & Right
OPTION F

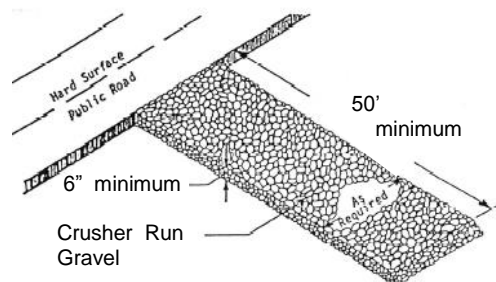


EXAMPLE



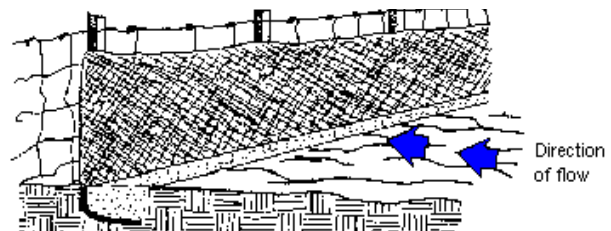
Combination
C & E

Construction Examples



If wetness is a problem geotextile fabric will be required

Spacing of metal tee post with fabric shall be max. of 6' without wire fence
Spacing of metal tee post with fabric and wire fence shall be max. 8'



36" fabric **buried** 12 inches in a 4" wide x 8" deep trench and backfilled with compacted soil



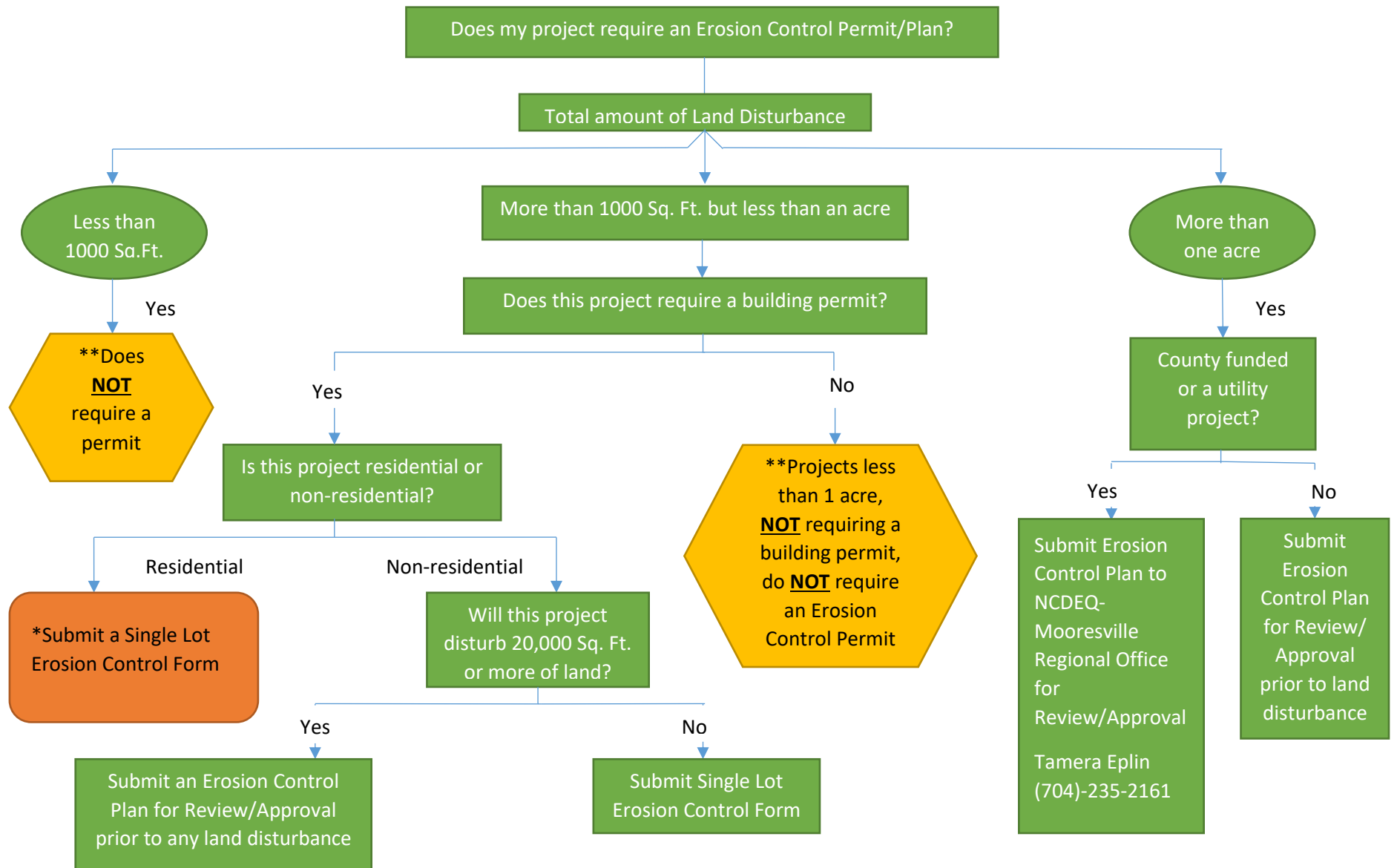
SOIL EROSION and SEDIMENTATION CONTROL

Lincoln County Natural Resources Division

115 West Main Street, Lincolnton, NC 28092 704-736-8501 Fax: 704-736-8504

Sediment & Erosion Control Plans

- Land disturbance less than one acre but more than 1,000 square feet requiring a building permit must complete an Erosion & Sediment Control Application. The fee for this application is \$50.
- Non-residential land disturbance of 20,000 square feet or greater requiring a building permit must have an Erosion Control Plan. Standard plan review fee is \$200 per acre (rounding up to the next whole acre).
- Land disturbance of one acre or more must have an approved erosion control plan. Standard plan review fee is \$200 per acre (rounding up to the next whole acre).
- All utility and county funded projects over one acre will require an erosion control plan to be submitted to the Mooresville Regional Office (Tamera Eplin - 704-235-2161). (All projects located within Airlie Business Park will fall under this category due to County conflict of interest.)



*If you are constructing more than 1 home in the same subdivision or area of land and you will be disturbing 1 acre or more (with all lot disturbance added together) you will need to open or convert to a Multi-Lot Plan for Erosion Control. Contact Danielle Rudisill @ 704-736-8501 for more information.

**For projects not requiring an Erosion Control Plan/Permit it will still be the landowner's responsibility to maintain sediment control onsite to prevent offsite pollution.

Signage Standards Guide



Code Enforcement

Lincoln County Code Enforcement Officers are tasked with enforcing the county's sign regulations that are found in its Unified Development Ordinance. Below is a summary of the signage standards that most often affect small businesses and their marketing. Specific references to the signage standards can be found in Section 3.9 of the UDO which can be viewed at www.lincolncounty.org/udo

Temporary Sign

- Must be located out of the right of way
- One per parcel or one per tenant in multi-tenant complex
- Maximum of 8 sqft and 5 feet tall.

Directional Signs

- Must be located out of the right of way
- Only 3 directional signs are allowed
- Signs cannot be larger than 6 sqft
- Maximum height of 5 feet
- Cannot block motorist visibility
- A map of sign locations is required

Special Event Signage

- Must be located out of the right of way
- 1 sign allowed per 12 month period
- Maximum of 32 sqft per sign

Signs Not Permitted

- Portable signs (mobile signs, large movable signs, etc.)
- Windblown signage (balloons, flags, spinners, etc.)
- Flashing Signs
- Mechanical motion signs
- Off-Premise signage other than 3 directional signs



115 W. Main St,
Lincolnton, NC 28092



(704)736-8729



lincolncountync.gov