



Building and Development Services Department ***BUILDING INSPECTIONS***

Mailing Address: P.O. Box 1578, Gastonia, NC 28053
Street Address: 128 West Main Avenue, Gastonia, NC 28052
Phone: (704) 866-3185

Commercial Permit Application Requirements: New Buildings, Additions, Remodels/Upfits & Change of Use

The steps listed below should be used as a general guideline when submitting a commercial project for plan review. Please know that additional documents **may be** required depending upon the project being completed. Should the minimum requirements listed below not be met, the commencement of plan review will be delayed. After reviewing this document and you are ready to submit you may do so at

[Gaston County NC Dashboard](#)

Minimum Submittal Requirements:

- Plans that are titled 'For Construction' bound into appropriate file sets (see page 2 for plan requirements)
- Structure Summary
- Zoning permit from appropriate zoning jurisdiction for the project location
 - [How to Confirm a Parcel's Zoning Jurisdiction](#)

Requirements prior to permit approval:

- Completed permit application listing out contractors associated with the project & job cost
- Lien Agent: required for all commercial projects where the estimated job cost is **\$40,000** or greater; please print off the summary screen from the liensnc.com website if job cost prompts a lien agent for your project
- Appendix D / Affidavit of Workers Compensation
- Written approval from Gaston County Natural Resources
 - If your project includes total land disturbance of less than 1 acre then the Erosion & Sediment Control form contained within this application packet will suffice. However, if your project includes land disturbance of 1 acre or greater then a copy of the comprehensive plan for Erosion & Sediment Control issued by Gaston County Natural Resources is needed. For questions pertaining to this requirement you can contact Gaston County Natural Resources at 704-922-4181.
- Written approval from Health Department if one of the following criteria is met:
 - **New** on-site well and/or septic system is located on project site
 - **Appendix H can be reviewed and completed if septic system is currently on-site**
 - Project is set to involve food, lodging, swimming pools, tattoos and/or an institutional establishments; for a complete list please contact Gaston County Health Department – Environmental Health Division at 704-853-5200



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Plan Requirements: all files must be submitted as PDFs

- Completed Structure Summary³
- Detailed Site/Civil Plans
- Detailed Architectural & Structural Plans
 - Include Life Safety plan
 - If building being constructed is a pre-engineered metal building then Engineer-sealed plans must be provided
 - If work involves only a portion of a building, an overall plan should be provided showing the entire building with project area listed
 - A floor plan for each level of building
 - If any hazardous locations these will need to be denoted; submit completed data on the type & amount of hazardous materials stored, processed, manufactured or used in the facility; provide MSDS sheets
 - Include a ceiling & roof plan layout and details
- Show how **NC Accessibility Code** requirements will be met
- Detailed Plumbing Plans, *if applicable*
- Detailed Electrical Plans, *if applicable*
- Detailed Mechanical Plans, *if applicable*
- Fire Alarm and/or Sprinkler Plans, *if applicable*
- Review Chapter 17 of the NCBC for special instructions & testing requirements; clarify this information on the Structural drawings



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Commercial Building Permit Application

Project Address: _____

Project Name: _____

Description of Project: _____

Owner's Name: _____ Owner's Email: _____

General Contractor: _____

State License Number: _____ Classification of License: _____

Address: _____ City: _____ State: _____

License Holder: _____ Email: _____

Superintendent: _____ Email: _____

Superintendent Phone Number: _____

Electrical Contractor: _____

State License Number: _____ Classification of License: _____

Address: _____ City: _____ State: _____

License Holder: _____ Email: _____

License Holder Phone Number: _____

Mechanical Contractor: _____

State License Number: _____ Classification of License: _____

Address: _____ City: _____ State: _____

License Holder: _____ Email: _____

License Holder Phone Number: _____

Plumbing Contractor: _____

State License Number: _____ Classification of License: _____

Address: _____ City: _____ State: _____

License Holder: _____ Email: _____

License Holder Phone Number: _____

Utilities: ☐

City Water: ☐

City Sewer: ☐

Community Water: ☐

Community Sewer: ☐

Private Well: ☐

Private Sewer: ☐

Total Project Price: _____

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other application State and local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

Signature of Property Owner or Agent acting on behalf of the property owner

Date

North Carolina Administrative Code 2018

Appendix F Owner Exemption Affidavit

STATE OF NORTH CAROLINA

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

COUNTY OF _____

_____ Inspections Department

Address and Parcel Identification of Real Property Where Building is to be Constructed or Altered:

I, _____

(Print Full Name)

hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provision in paragraph 1 and initialing paragraphs 2 – 4 below and attesting to the following:

1. _____ I certify that I am the owner of the property set forth above on which this building is to be constructed or altered;

OR

_____ I am legally authorized to act on behalf of the firm or corporation which 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 of Chapter 87 of the General Statutes of North Carolina;
3. _____ 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 a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that 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 that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

(Signature of Affiant)

Date

Sworn to (or affirmed) and Subscribed before me this the ____ day of _____, 20____

Signature of Notary Public

Printed Name of Notary Public

My Commission Expires: _____ (Notary Stamp or Seal)

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



EROSION & SEDIMENT CONTROL PERMIT

For less-than-one acre land disturbance projects

SITE ADDRESS

PARCEL ID #

Amount of lot to be disturbed (removal of vegetation): Acre

*Call a Gaston County Natural Resources Inspector to schedule an onsite pre-construction meeting to discuss options for providing adequate soil erosion and sediment control for your project: **704-922-2155**.*

All reasonable measures must be taken to retain sediment within the boundaries of the active construction site. At a minimum, the following must be provided: Stabilized construction entrance/exit and perimeter control measures (structural or vegetative). A list of approved control measures and installation details can be found at: [\(Link to Manual\)](#)

PLEASE NOTE:

All proposed land disturbance within a floodplain must first be approved by the local Floodplain Administrator (see Contacts page).

All proposed land disturbance within a watercourse / natural water feature must first be approved by NC DEQ DWR and USACE (see Contacts page).

An undisturbed vegetative buffer (15' minimum) must be provided for all watercourses/ natural water features.

Removal of vegetation increases soil erosion (movement of dirt/sediment). Sediment particles are the number one water pollutant and negatively impact aquatic life. Offsite sedimentation is a violation of the Gaston County Sediment and Erosion Control Ordinance and is subject to enforcement.

By signing, I accept responsibility to contain sediment within the boundaries of the active construction site.

APPLICANT'S SIGNATURE	DATE	PRINT APPLICANT'S NAME	TELEPHONE	EMAIL

APPLICANT'S PRINTED MAILING ADDRESS

Contacts List

Sediment & Erosion Control pre-grading meeting and advice on successfully keeping sediment on site	Gaston County Less-Than-One Acre Inspector: 704-922-2155
Any anticipated land disturbance within watercourse (i.e. culvert installation in creek)	NC Department of Environmental Quality - Mooresville Regional Office: 704-235-2100 US Army Corps of Engineers - Wilmington Regulatory District: 910-251-4626
Any anticipated land disturbance within floodplain	Belmont, Cherryville, Dallas, High Shoals, Lowell, McAdenville, Stanley, Spencer Mountain, and Gaston County: Cindy Safrit– 704-922-2154 Gastonia: Keith Lineberger – 704-869-1002 Mount Holly: Josh Blackwell – 980-525-9041 Cramerton: Josh Watkins – 704-879-7637



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Appendix D

Affidavit of Worker's Compensation Coverage N.C.G.S 87-14

The undersigned applicant for building the permit # **TO BE COMPLETED BY PERMIT OFFICE** being the

_____ Contractor

_____ Owner

_____ Officer/Agent of the Contractor or Owner

Do hereby aver under the 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 workers' 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: _____



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Structure Summary

Submit this document with all Commercial Projects with the exception of the following:
retaining walls, cell tower antenna swaps, mailbox kiosk areas, playgrounds and other miscellaneous, un-manned commercial structures.

Basic Project Information:

Name of Project: _____
Full Address: _____
Lead Designer: _____ Phone: ____ - ____ - ____ Email: _____
Owner/Authorized Agent: _____ Phone: ____ - ____ - ____ Email: _____
Owned By: ☐ City/County ☐ Private ☐ State
Code Enforcement Jurisdiction: ☐ City: _____ ☐ County _____ ☐ State _____

Code Used for Plan Design:

2018 NC Building Code	
☐	New Building
☐	Addition
☐	Renovation
☐	Shell Building

2018 NC Existing Building Code			
☐	Prescriptive	☐	Alteration
☐	Repair	☐	Level I
☐	Chapter 14	☐	Level II
☐	Historical Property	☐	Level III
☐	Change of Use		

Building Data Pertaining to the Structure:

Construction Type:

☐	I-A	☐	II-B	☐	IV
☐	I-B	☐	III-A	☐	V-A
☐	II-A	☐	III-B	☐	V-B

- Type I & II: both interior & exterior walls are non-combustible
- Type III: exterior walls are non-combustible, interior walls are of conventional construction
- Type IV: exterior walls are non-combustible; interior walls are of solid or laminated wood
- Type V: exterior walls & interior walls are of conventional construction

Sprinklers: ☐ Yes ☐ No ☐ Partial

Standpipes: ☐ Yes ☐ No Fire District: ☐ Yes ☐ No

Flood Hazard Area: ☐ Yes ☐ No

Special Inspections Required: ☐ Yes ☐ No



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Building Square Footage Breakdown

	Existing Square Footage	New Square Footage	Total Square Footage
3 rd Floor			
2 nd Floor			
1 st Floor			
Basement			
Mezzanine			

Primary Occupancy Classification: *if classification is not known please visit Chapter 3 of the 2018 NCBC*

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

Will this be a mixed occupancy building? ☐ Yes ☐ No

If yes, show calculations for either non-separated used (table 508.3) or separated use (table 508.4):

_____ + _____ + _____ ≤ 1.00

Are you using area increase? ☐ Yes ☐ No

If yes, show calculations below:

Story #	Description & Use	Building Area per story (actual)	Table 506.2 Area	Area for frontage increase	Allowable area per story or unlimited



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Life Safety System Information

Life Safety System Requirements

Emergency Lighting: ☐ Yes ☐ No

Exit Signs: ☐ Yes ☐ No

Fire Alarm: ☐ Yes ☐ No

Smoke Detection Systems: ☐ Yes ☐ No

Carbon Monoxide Detection: ☐ Yes ☐ No

Life Safety Plan Requirements: 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)
- Occupancy 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)
- A separate schematic plan indicating where fire rated floor/ceiling and/or roof structure is provided for purpose 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 and Code exceptions or table notes that may have been utilized regarding the items above



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Fire Ratings:

Exterior

Does your project include exterior load bearing or non-load bearing walls? ☐ Yes ☐ No

If yes, include design criteria & location of wall: _____

If no, include separation distances: _____

Interior

Will any interior elements require rating? ☐ Yes ☐ No

If yes, include design criteria, required elements and locations of each: _____

If no, include Building Code section providing exemption: _____

Wall openings:

Will wall openings be limited? ☐ Yes ☐ No

If yes, include locations of walls that are limited, separation distance & calculations per table 705.8:

If no, see exterior wall separation distances: _____

Accessible Dwelling Units

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