



Henderson County Permits and Inspections  
 100 N King Street Hendersonville, N.C. 28792  
 Phone: (828) 697-4830 Fax: (828) 698-6185  
 Website: <http://www.hendersoncountypermitcenter.org>

### Commercial Checklist

Application *	Submit application with plans, before plan review process and begin an application must be attached and all fees paid
Appendix B *	<a href="http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/Code_Enforcement_Resources/AppendixB_2012.doc">http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/Code_Enforcement_Resources/AppendixB_2012.doc</a> Can be obtained at the above link and affixed to plans
Appendix EZB	Small Commercial Projects where no professional designer is involved
Plans *	Provide 2 sets of plans, plans are to be drawn to scale and in clarity
Floor Plan *	Floor plan to show all rooms, doors & door swing, room name or number, fixtures, tables, chairs and equipment
Plans Sealed *	By Registered Architect or Licensed Professional Engineer Legally Registered or Licensed under The Laws of this State
Pre-Engineered Metal Building *	Provide 2 sets of plans from Building Manufacturer Sealed by Engineer Legally Registered or Licensed under The Laws of This State
Modular Building *	Provide 2 sets of plans from Building Manufacturer Sealed by Engineer Legally Registered or Licensed under The Laws of This State
Fire Rating System	PROVIDE <u>COMPLETE DESIGN ON PLANS</u> (if required)
Penetration System	PROVIDE <u>COMPLETE DESIGN ON PLANS</u> (if required)
Draft Stopping	PROVIDE <u>DETAILS ON PLANS</u>
Site Plan *	Indicate total number of Parking Spaces, Handicap Spaces, access aisles, sidewalk width, curb cuts & Handicap Signage, distance to property lines and any other structures
Life Safety Plan	Indicate by directional arrows occupant load utilizing exit
Egress *	All required or identified exits shall be accessible and lead back to parking area or public way
Stair Details	Riser: Minimum Height 4" Maximum Height 7" Tread Depth:Minimum 11"
Handrail Details	Provide details: to include Mounting Height, Size of Handrail
Guardrail Details	Guardrails are <b>required</b> when walking surface is greater that 30" above grade. The minimum height of guardrail is 42"
Restroom Details *	Provide enlarged floor drawing of restroom showing dimension to interior walls, location of all fixtures, grab bars, clear floor space and clear floor area as required by ICC/ANS1117.1-2009
Door/Hardware Schedule *	INDICATE ON PLANS
Interior Finish *	INDICATE ON PLANS THE FINISH OF WALLS, FLOOR, CEILINGS
Exterior Wall Details *	Display side view on plans, to include footings, exterior finish, flashing, sheatthing, studs, insulation, interior finish
Exterior Balconies/ Decks	AUMINUM FLASHING IS NOT ALLOWED When using treated wood ensure material used for fastening is compatable with treated wood
Roof Slope *	Indicate on plans
Roof Covering *	Indicate on plans
Wind Design *	90 MPH in Henderson County, some elevations are a higher wind speed category, check elevation
Seismic Design *	Henderson County is located in Seismic Zone C

Footing Detail *	Width, depth, steel placement and sizing
Snow Load *	15 PSF is the snow load (ground)
Frost Line *	Frost line in Henderson County is 12"
Shear Wall Details	Provide in detail on Plans
Retaining Wall	Retaining walls greater than 5 feet in height are required to be designed and constructed under the Responsible Charge of a Registered Professional Engineer. A permit is required
Foam/Plastics	Foam plastic is used in contact withground termite treatment is required
Signs	Location and Details indicate if part of contract or separate
Details *	Provide details for the following if they apply: cabinets, toilet fixtures, sinks, ect.
Accessibility *	All portions pertaining to accessibility will be Governed by Chapter 11 of the 2012 North Carolina Building Code and ICC/ANSI A117.1-2009
Signs	Location of all signs if applicable

**\*INDICATES ALWAYS REQUIRED**

Plans are not required to be sealed if less than 2500 square feet (building total) or value of structure is less than \$90,000.00

Multi-family plans are not required to be sealed if less than 8 units and each unit has it own exit at grade level

If your plans are required to be sealed all trades will also require a seal

PROVIDE CONTACT INFORMATION (FAX #, EMAIL IS PREFERRED)

Plumbing plans shall show supply and waste/vent riser diagrams, fixtures and equipment type,ect.

Mechanical plans shall show location of fire doors, fire dampers and smoke dampers;access for service/ replacement of equipment; equipment schedule/location, ect

Electrical plans shall show load calculations, panel schedules and locations, any details for special bonding and grounding, location of all devices, ect.

Fire protection plans should be submitted to the County Fire Marshal @828-694-6603 City Fire Marshal @828-233-3222

**A FIRE INSPECTION IS REQUIRED ON ALL COMMERICAL PROJECTS**

Currently Henderson County is enforcing:

**2012 NC BUILDING CODE**

**2012 NC MECHANICAL CODE**

**2012 NC FUEL GAS CODE**

**2012 NC PLUMBING CODE**

**2012 NC ENERGY CODE**

**2011 NATIONAL ELECTRICAL CODE**