



CITY OF BURLINGTON
INSPECTIONS DEPARTMENT
 425 S. Lexington Ave., Burlington, NC 27215
 Phone: 336-222-5080 Fax: 336-222-5090

COMMERCIAL BUILDING PERMIT APPLICATION

| Parcel ID # (10 digit #) | Old Tax ID (Map-Block-Lot) | Address* (Do not complete for new bldgs) | Lot # (Platted #) |
|-----------------------------|-------------------------------|---|----------------------|
| | | | |

***Address for new buildings will be assigned at the time the permit is issued.**

Is the size of the lot greater than 1 acre? yes no
 Is the area of proposed land disturbance on the lot greater than 1 acre? yes no
 Is any portion of the lot within a designated FEMA flood area? yes no not sure
 Is there a drainage ditch or a stream located on the lot or within 100 ft. of the lot? yes no
 Is this proposed building located within a designated historic district? yes no

Project Name: _____

Plans Submitted by: _____

Contact Person: _____ Phone: _____ Fax: _____

Property Owner: _____ Phone: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

Is the Building: New Addition Upfit Replacement/Repair Wrecking Moving
Others[Pools/Signs/Fences/Insulation]

Construction Type: IA IB IIA IIB IIIA IIIB IV VA VB Sprinklered: Y N

Occupancy: A-1 A-2 A-3 A-4 A-5 B E F-1 F-2 H-1 H-2 H-3 H-4 H-5
I-1 I-2 I-3 I-4 M R-1 R-2 R-3 R-4 S-1 S-2 U Mixed
Apartment Condominium Other Private Public[Federal/State/Local Govt]

Total Area: Square Feet: _____ (if more than one occupancy applies, please list each occupancy code and the square footage for each occupancy below)

_____/_____/_____/_____
 Occ Sq. Ft. / Occ Sq. Ft. / Occ. Sq. Ft. / Occ. Sq. Ft.

Total Lot Area: Square Feet: _____

Type of Heat: Gas Oil Electric Air Conditioning: Yes No

Building Material: Masonry Wood Frame Structured Steel Reinforced Concrete

BUILDING CODE SUMMARY MUST BE INCLUDED WITH DRAWINGS

Water: Connected to Public system Served by Private Co. Individual (well)

Sewer: Connected to Public system Individual (septic tank, etc.)

[Must provide a copy of Health Department Permit]

Restaurant Only: Health Department Approval (Prior to Permitting)

Other Approvals: Submitted to NC Office of State Fire Marshall? Yes No

Submitted to Alamance County Health Dept.? Yes No

General Construction Permit Issued to:

Applicant/Contractor Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

License Number: _____ Classification: _____

Total building cost: \$ _____ - PLB (_____) – ELEC (_____) – MECH (_____) = \$ _____

GENERAL REQUIREMENT FOR NEW CONSTRUCTION OR ADDITIONS

Less than 2,500 square feet or less than \$90,000:

Designers name/signature must be on each set of plans.

Greater than 2,500 square feet or equal to/more than \$90,000:

All plans (including plumbing, mechanical and electrical) must be designed, signed and sealed by a design professional (Architect or Engineer) registered in the State of North Carolina.

REQUIREMENTS FOR EITHER OF THE ABOVE DRAWINGS

Please enter a check mark (√) or not applicable (n/a) for each requirement.

Submit three (3) complete sets of plans to Burlington Inspections including:

- Completed City of Burlington Commercial Building Permit Application
- Building Code Summary with Complete Energy Information
- Site Plan
- Thermal Envelope
- Mechanical
- Electrical/Lighting
- Complete Site Plans including Utilities/Soil Erosion Controls
- Complete Architectural Plans and Details
- Complete Structural Plans and Details
- Plumbing/Gas Riser Diagrams and Fixture Layouts/Calculations for fixtures
- HVAC Layout with Equipment Sizes and Required Fire Dampers
- Electrical Riser Diagram, Lighting and Power Layouts, Service Size and Locations

BUILDING ALTERATIONS (No Change of Use)

Submit three (3) complete sets of plans to Burlington Inspections including:

- Completed City of Burlington Commercial Building Permit Application Form
- Building Code Summary with Complete Energy Information
- Existing Floor Plans, including HVAC, Plumbing and Other Equipment
- Architectural Floor Plans
- Structure Plans (if structural work to be performed)
- Plumbing/Gas Riser Diagrams, Tie-Ins and Fixture Layouts (for new work)
- HVAC Layout and Tie-In (for new work)
- Electrical Power and Lighting Layouts
- Kitchen Equipment Layouts

Submit additional plans as required by commercial plan submittal requirements:

- Sign Permit Drawings (Contact Zoning Enforcement Officer at 336-222-5085)
- Fire Protection Permit Drawings (Submit Fire Protection Plans at 336-229-3564)
- Restaurant Service Permit Drawings (Apply to Alamance County Health Department)

When requested, plans may be returned to owner 1 year after Certificate of Occupancy has been issued.