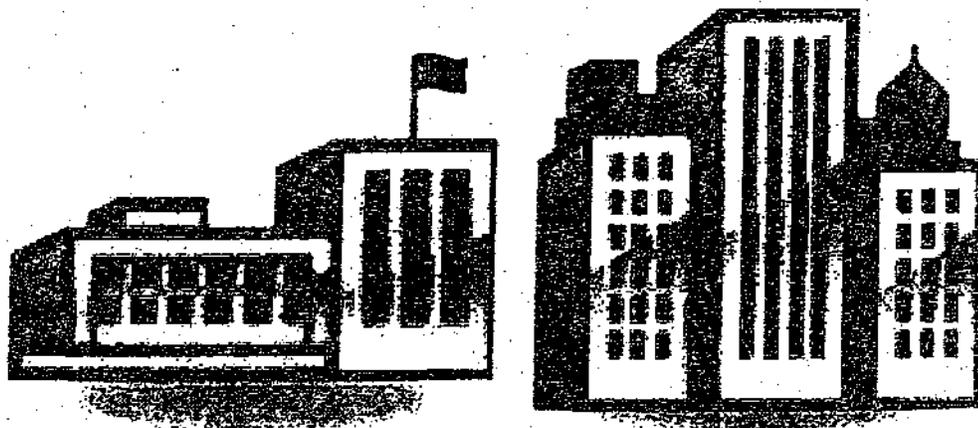


# DAVIDSON COUNTY

## COMMERCIAL PLAN REVIEW PACKET



COMMERCIAL PLAN REVIEWER

BEAU CHOLLETT

336-242-2239

# DAVIDSON COUNTY EMERGENCY SERVICES

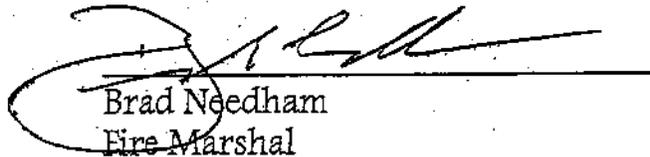
## OFFICE OF THE FIRE MARSHALL

935 NORTH MAIN STREET LEXINGTON, NC 27292

### MEMORANDUM

TO: ALL COMMERCIAL CONTRACTORS  
FROM: DAVIDSON COUNTY FIRE MARSHALL'S OFFICE  
REF: PERMITS FOR COMMERCIAL CONSTRUCTION

ALL CONTRACTORS WHO ARE INVOLVED IN COMMERCIAL CONSTRUCTION NEED TO COME BY OR CALL THE DAVIDSON COUNTY FIRE MARSHALL'S OFFICE IN REGARDS TO REQUIRED FIRE PERMITS FOR COMMERCIAL CONSTRUCTION. PERMITS ARE REQUIRED FOR ANY WORK INVOLVING FIRE SAFETY, HAZARDOUS MATERIALS, STORAGE, WAREHOUSING, FIRE PROTECTION AND ANY OTHER SECTIONS THAT ARE AFFECTED BY THE INTERNATIONAL FIRE CODE AS RECOGNIZED BY DAVIDSON COUNTY AS DAVIDSON COUNTY'S FIRE PREVENTION ORDINANCE.

  
Brad Needham  
Fire Marshal

Paul Jarrett  
Paul Jarrett  
Plans Review / Level III  
Code Enforcement Officer

Charlie Corn  
Charlie Corn  
Plans Review / Level III  
Code Enforcement Officer

336-242-2260

336-242-2963

336-242-2281

FAX: 336-249-7863

## GENERAL CONTRACTORS AND OWNERS

### *PLAN REVIEW REQUIREMENTS FOR BUILDINGS AND STRUCTURES AS CONSTRUCTED PER INTERNATIONAL BUILDING CODE 2009 WITH 2012 NORTH CAROLINA REVISIONS*

1. SITE PLAN – Show proposed location, all buildings, size, type distance apart and distance to all property lines. (4 sets required)
2. FLOOR PLAN- Includes all doors, door swing, windows, stairs, ramps and changes in elevation. Also, bathrooms shall be shown. (4 sets required)
3. FLOOD PLAIN INFORMATION – (If applicable) (4 sets required)
4. FOOTING, SLAB, FOUNDATION & ELEVATION DETAILS (4 sets required)
5. STRUCTURAL DETAILS – For floors, walls, ceilings, roofs, all design loads, soil bearing capacity and steel drawings. (4 sets required)
6. COMPACTION TEST – Information on all backfill lots or otherwise as required by code. (4 sets required)
7. PLUMBING, MECHANICAL and ELECTRICAL DRAWINGS  
(4 sets required)
8. SPRINKLER PLANS – When required, should be submitted to the Davidson County Fire Marshal's Office, 935 North Main St., Lexington, NC 27292 336-242-2270. (2 sets of drawings and hydraulic calculations required)  
Where a building is protected throughout with an automatic sprinkler system in accordance with Chapter 9 of the North Carolina Fire Code, - then 3 sets of sprinkler plans are also required to be submitted with the building plans to the Inspections Department.
9. APPENDIX B – Building Code Summary (4 sets required) Sheets available from our office upon request.

**\*\*Where the General Statutes require construction documents (drawings and specifications) shall bear the seal of a North Carolina Design Professional. Also see: *North Carolina Administrative Code & Policies 2012 Edition*, Chapter 2, Section 204.3.5**

**\*\*Document Approval: See Chapter 1, Section 104.1.1 and Table 104.1 of the *North Carolina Administrative Code & Policies 2012 Edition* as to when plans must be submitted to NCDOI (North Carolina Department of Insurance) for approvals prior to permit issuance.**

# NOTICE

## OWNERS & BUILDING CONTRACTORS

FOOTINGS: REQUIRED FOR FOOTING INSPECTIONS REMAIN AT 1/2 WORK DAY'S NOTICE OR (4 HOURS). THIS IS IN AN EFFORT TO MAINTAIN OUR LEVEL OF SERVICE ON THE SAME DAY. THIS POLICY IS IN EFFECT WITH NO EXCEPTIONS! PRIOR DAY'S NOTICE WOULD BE PREFERRABLE FOR YOU TO BE ASSURED OF SAME DAY SERVICE ON ALL INSPECTIONS.

SITE PLAN APPROVAL/ZONING COMPLIANCE: CUSTOMER NEEDS TO SUBMIT TO ZONING A PLOT PLAN OF PROPERTY WITH APPROXIMATE LOCATION OF STRUCTURE AND DISTANCES TO PROPERTY LINES IN FEET AND INCHES. WE NEED OTHER RELEVANT INFORMATION BEING AS SUCH – TOWNSHIP, MAP, LOT NUMBER, OWNERS NAME, TELEPHONE NUMBER AND 911 ADDRESS. THIS INFORMATION IS NECESSARY TO SECURE A ZONING COMPLIANCE PERMIT PRIOR TO SUBMITTING PLANS FOR REVIEW IN OUR OFFICE. REFERENCE: ARTICLE 12, SECTION 12-4 & 12-5 OF THE ZONING ORDINANCE OF DAVIDSON COUNTY.

### ZONING FEES:

#### Zoning Compliance Permits

Residential	\$25.00
Non-residential	\$50.00
Signs (On-Site)	\$20.00
Signs (Outdoor-Advertising)	\$100.00
Wireless Communication Tower	\$500.00
Co-location	\$250.00

## COMMERCIAL BUILDING PLAN REVIEW

All contractors, owners, architects or any one applying for a permit to construct a commercial building will be required to submit four sets of complete drawings to the Inspections Department.

- One set of drawings will remain in the Inspections Office.
- One set of drawings will be returned to the applicant and must remain on the job during the construction process. This set has been stamped and signed by the Plan Review staff and contains important information.
- Two sets of drawings will be forwarded to the Fire Marshal for his review.
- *need lien # for project*

A permit will not be issued without four sets of plans. A Certificate of Occupancy will not be issued until all trades including the Fire Marshal have signed off on the Permit Card.

### HOW TO PROCEED

1. Obtain a written release from the Environmental Health Department.
2. Obtain a written release from the Planning & Zoning Department.
3. Submit your plans along with both release documents to the Inspections Department.
4. The Inspections Department will review the plans and notify the contact person listed on the application when the permit is ready.

THERE IS A CHARGE FOR COMMERCIAL PLAN REVIEW.

MINIMUM CHARGE	\$25.00
\$25,000.00 - \$100,000.00	\$50.00
\$100,001.00 - \$500,000.00	\$100.00
OVER \$500,000.00	\$200.00

THIS FEE WILL BE ADDED TO THE PERMIT FEE AND CAN BE PAID AT ONE TIME. WE ACCEPT CASH, CHECK, VISA AND MASTERCARD.

ADMINISTRATIVE CODE

TABLE 104.1  
 NORTH CAROLINA DEPARTMENT OF INSURANCE,  
 ENGINEERING DIVISION DOCUMENT APPROVAL FOR  
 NEW CONSTRUCTION AND ADDITIONS

OCCUPANCY GROUP	BUILDING PLANS TO BE APPROVED
Section 403 - High Rise <sup>1</sup>	All buildings
Section 402 - Covered Mall Buildings <sup>1</sup>	All buildings
City/county owned	All buildings 20,000 sq. ft. or greater as required by G.S. §58-31-40
State Owned	All buildings as required by G.S. §58-31-40
Group A <sup>1,2</sup>	Occupant load over 1,000
Group B <sup>1</sup>	Over 2 stories or over 20,000 sq. ft./story
Group H <sup>1</sup>	Occupant load over 100
Group I <sup>1</sup>	Over 3 stories or over 10,000 sq. ft./story
Group R <sup>1</sup>	Over 4 stories or over 100 units/building

For SI: 1 square foot = 0.0929 m<sup>2</sup>.

1. Plans and specifications are not required by the Engineering Division on buildings, except city/county owned, that are located in a city or county inspection jurisdiction approved to perform plans review.
2. Except temporary bleachers.

*Commentary: The square footage listed above refers to the footprint of a new building or building addition.*

*The occupant loads refer to a new building or building addition area only.*

*For the purpose of this table only, the occupant load for a church is based on the occupant load of the Occupant Group A-3 main meeting area. If the A-3 area is over 1,000 occupants, then DOI plan review is required unless exception 2 applies.*

*General Statute 58-31-40 indicates that such city/county-owned buildings must be greater than 20,000 square feet (1858 m<sup>2</sup>) of new or additional building footprint to require DOI review. The 20,000 square feet (1858 m<sup>2</sup>) applies to individual structures on the site and not the sum of the structures.*

**APPENDIX B**

**2012 BUILDING CODE SUMMARY  
FOR ALL COMMERCIAL PROJECTS**

**(EXCEPT ONE- AND TWO-FAMILY DWELLINGS AND TOWNHOUSES)**

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

Name of Project: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

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

Owned By:  City/County  Private  State

Code Enforcement Jurisdiction:  City \_\_\_\_\_  County \_\_\_\_\_  State \_\_\_\_\_

**LEAD DESIGN PROFESSIONAL:**

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

2012 EDITION OF NC CODE FOR:  New Construction  Addition  Upfit

EXISTING:  Reconstruction  Alteration  Repair  Renovation

CONSTRUCTED: (date) \_\_\_\_\_ ORIGINAL USE(S) (Ch. 3): \_\_\_\_\_

RENOVATED: (date) \_\_\_\_\_ CURRENT USE(S) (Ch. 3): \_\_\_\_\_

PROPOSED USE(S) (Ch. 3): \_\_\_\_\_

**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 (Primary) Flood Hazard Area:  No  Yes

Building Height: (feet) \_\_\_\_\_

Gross Building Area:

Floor	Existing (sq ft)	New (sq ft)	Subtotal
6th Floor	_____	_____	_____
5th Floor	_____	_____	_____
4th Floor	_____	_____	_____
3rd Floor	_____	_____	_____
2nd Floor	_____	_____	_____
Mezzanine	_____	_____	_____
1st Floor	_____	_____	_____
Basement	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____

ALLOWABLE AREA—cont'd

Mixed Occupancy:       No     Yes      Separation: \_\_\_\_\_ Hr.      Exception: \_\_\_\_\_

Incidental Use Separation (508.2.5)

This separation is not exempt as a Nonseparated Use (see exceptions).

Nonseparated Use (508.3.2)

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 (508.3.3) - 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.

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

$$\underline{\hspace{2cm}} + \underline{\hspace{2cm}} + \dots = \underline{\hspace{2cm}} \leq 100$$

[REDACTED]						

1. Frontage area increases from Section 506.2 are computed thus:
  - a. Perimeter which fronts a public way or open space having 20 feet minimum width = \_\_\_\_\_ (P)
  - b. Total Building Perimeter = \_\_\_\_\_ (P)
  - c. Ratio (F/P) = \_\_\_\_\_ (F/P)
  - d. W = Minimum width of public way = \_\_\_\_\_ (W)
  - e. Percent of frontage increase  $I_f = 100 [F/P - 0.25] \times W/30 = \underline{\hspace{2cm}}$  (%)
2. The sprinkler increase per Section 506.3 is as follows:
  - a. Multi-story building  $I_s = 200$  percent
  - b. Single story building  $I_s = 300$  percent
3. Unlimited area applicable under conditions of Section 507.
4. Maximum Building Area = total number of stories in the building  $\times E$  (506.4).
5. The maximum area of open parking garages must comply with Table 406.3.5. The maximum area of air traffic control towers must comply with Table 412.1.2.

## ALLOWABLE AREA

## Occupancy:

- 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  I-2  I-3  I-4  
 I-3 Condition  1  2  3  4  5  
 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 Occupancies:

- 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  I-2  I-3  I-4  
 I-3 Condition  1  2  3  4  5  
 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 Occupancies:

- Furnace room where any piece of equipment is over 400,000 Btu per hour input  
 Rooms with boilers where the largest piece of equipment is over 15 psi and 10 horsepower  
 Refrigerant machine room  
 Hydrogen cutoff rooms, not classified as Group H  
 Incinerator rooms  
 Paint shops, not classified as Group H, located in occupancies other than Group F  
 Laboratories and vocational shops, not classified as Group H, located in a Group E or I-2 occupancy  
 Laundry rooms over 100 square feet  
 Group I-3 cells equipped with padded surfaces  
 Group I-2 waste and linen collection rooms  
 Waste and linen collection rooms over 100 square feet  
 Stationary storage battery systems having a liquid electrolyte capacity of more than 50 gallons, or a lithium-ion capacity of 1,000 pounds used for facility standby power, emergency power or uninterrupted power supplies  
 Rooms containing fire pumps  
 Group I-2 storage rooms over 100 square feet  
 Group I-2 commercial kitchens  
 Group I-2 laundries equal to or less than 100 square feet  
 Group I-2 rooms or spaces that contain fuel-fired heating equipment

- Special Uses:  402  403  404  405  406  407  408  409  410  411  412  413  414  415  416  417  
 418  419  420  421  422  423  424  425  426  427

- Special Provisions:  509.2  509.3  509.4  509.5  509.6  509.7  509.8  509.9

*continued*

ALLOWABLE HEIGHT

Type of Construction	Type _____	Type _____	
Building Height in Feet		Feet = H + 20' = _____	
Building Height in Stories		Stories + 1 = _____	

FIRE PROTECTION REQUIREMENTS

BUILDING ELEMENT	FIRE PROTECTION						
	SEPARATION DISTANCE	PROTECTIVE COATING	INDUSTRIAL ASSEMBLY	PROTECTIVE COATING	PROTECTIVE COATING	PROTECTIVE COATING	PROTECTIVE COATING
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							
Roof Construction Including supporting beams and joists							
Shaft Enclosures -- Exit							
Shaft Enclosures -- Other							
Corridor Separation							
Occupancy Separation							
Party/Fire Wall Separation							
Smoke Barrier Separation							
Tenant Separation							
Incidental Use Separation							

\* Indicate section number permitting reduction

LIFE SAFETY SYSTEM REQUIREMENTS

- Emergency Lighting:  No  Yes
- Exit Signs:  No  Yes
- Fire Alarm:  No  Yes
- Smoke Detection Systems:  No  Yes  Partial \_\_\_\_\_
- Panic Hardware:  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
- Exterior wall opening area with respect to distance to assumed property lines (705.8)
- Existing structures within 30 feet of the proposed building
- Occupancy types for each area as it relates to occupant load calculation (Table 1004.1.1)
- Occupant loads for each area
- Exit access travel distances (1016)
- Common path of travel distances (1014.3 & 1028.8)
- Dead end lengths (1018.4)
- Clear exit widths for each exit door
- Maximum calculated occupant load capacity each exit door can accommodate based on egress width (1005.1)
- 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 (1008.1.10)
- Location of doors with delayed egress locks and the amount of delay (1008.1.9.7)
- Location of doors with electromagnetic egress locks (1008.1.9.8)
- Location of doors equipped with hold-open devices
- Location of emergency escape windows (1029)
- The square footage of each fire area (902)
- The square footage of each smoke compartment (407.4)
- 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	TOTAL UNITS REQUIRED	ACCESSIBLE UNITS PROVIDED	TOTAL UNITS REQUIRED	ACCESSIBLE UNITS PROVIDED

ACCESSIBILITY PARKING  
(SECTION 1106)

TOTAL PARKING SPACES	TOTAL PARKING SPACES		ACCESSIBLE SPACES PROVIDED		TOTAL ACCESSIBLE SPACES PROVIDED
	REGULAR	PROVIDED	REGULAR	PROVIDED	
TOTAL					

STRUCTURAL DESIGN

DESIGN LOADS:

Importance Factors: Wind ( $I_w$ ) \_\_\_\_\_  
 Snow ( $I_s$ ) \_\_\_\_\_  
 Seismic ( $I_E$ ) \_\_\_\_\_

Live Loads: Roof \_\_\_\_\_ psf  
 Mezzanine \_\_\_\_\_ psf  
 Floor \_\_\_\_\_ psf

Ground Snow Load: \_\_\_\_\_ psf

Wind Load: Basic Wind Speed \_\_\_\_\_ mph (ASCE-7)  
 Exposure Category \_\_\_\_\_  
 Wind Base Shears (for MWFRS)  $V_x =$  \_\_\_\_\_  $V_y =$  \_\_\_\_\_

SEISMIC DESIGN CATEGORY:

Provide the following Seismic Design Parameters:

Occupancy Category (Table 1604.5)  I  II  III  IV  
 Spectral Response Acceleration  $S_s$  \_\_\_\_\_ %g  $S_1$  \_\_\_\_\_ %g  
 Site Classification (Table 1613.5.2)  A  B  C  D  E  F  
 Data Source:  Field Test  Presumptive  Historical Data

Basic structural system (check one)

- Bearing Wall  Dual w/Special Moment Frame
- Building Frame  Dual w/Intermediate R/C or Special Steel
- Moment Frame  Inverted Pendulum

Seismic base shear:  $V_x =$  \_\_\_\_\_  $V_y =$  \_\_\_\_\_

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 \_\_\_\_\_

SPECIAL INSPECTIONS REQUIRED:  Yes  No

PLUMBING FIXTURE REQUIREMENTS  
 (TABLE 2902.1)

SPACE	USE	SINKS			SHOWERS			TUBS OR BATHTUBS	
		MALE	FEMALE	SEINALS	MALE	FEMALE	SEALS	REQUIRE	ACCESSIBLE
	EXISTING								
	NEW								
	REQUIRED								

SPECIAL APPROVALS

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ENERGY SUMMARY

## ENERGY REQUIREMENTS:

The following data shall be considered minimum and any special attributes 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 versus the annual energy cost for the proposed design.

Climate Zone:  3  4  5

## Method of Compliance:

- Prescriptive (Energy Code)  
 Performance (Energy Code)  
 Prescriptive (ASHRAE 90.1)  
 Performance (ASHRAE 90.1)

## THERMAL ENVELOPE

## 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: \_\_\_\_\_

## 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 Spacing 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: \_\_\_\_\_

## ELECTRICAL SUMMARY

## ELECTRICAL SYSTEM AND EQUIPMENT

## Method of Compliance:

Energy Code:  Prescriptive  PerformanceASHRAE 90.1:  Prescriptive  Performance

## 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 Prescriptive Compliance

- 506.2.1 More Efficient Mechanical Equipment
- 506.2.2 Reduced Lighting Power Density
- 506.2.3 Energy Recovery Ventilation Systems
- 506.2.4 Higher Efficiency Service Water Heating
- 506.2.5 On-site Supply of Renewable Energy
- 506.2.6 Automatic Daylighting Control Systems

**106.2.2 Additional data.** The inspection department may require details, computations, stress diagrams or documentation sealed by a registered design professional and other data necessary to describe the construction or installation of a system.

DAVIDSON COUNTY INSPECTION DEPARTMENT  
BUILDING PERMITS

336-242-2230      336-242-2232  
336-242-2234      336-242-2240

BEAU CHOLLETT/COMMERCIAL PLAN REVIEWER  
336-242-2239

NAME OR COMPANY NAME \_\_\_\_\_

911 ADDRESS FOR THE PROPERTY THAT WILL BE INSPECTED \_\_\_\_\_

THE TYPE OF BUILDING BEING BUILT \_\_\_\_\_

RESIDENTIAL \_\_\_\_\_ OR COMMERCIAL \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

DAY TIME PHONE # YOU CAN BE REACHED AT \_\_\_\_\_

TOTAL HEATED SQ. FT. \_\_\_\_\_ BASEMENT SQ. FT. \_\_\_\_\_

GARAGE SQ. FT. \_\_\_\_\_ CARPORT SQ. FT. \_\_\_\_\_ ATTACHED: Y \_\_\_\_\_ N \_\_\_\_\_

NUMBER OF STORIES \_\_\_\_\_ NUMBER OF BATHROOMS \_\_\_\_\_

NUMBER OF BEDROOMS \_\_\_\_\_ VALUE EXCLUDING LAND \_\_\_\_\_

POWER COMPANY THAT SERVICES THIS AREA: DUKE ENERGY \_\_\_\_\_

CITY OF LEX \_\_\_\_\_ CITY OF HIGH POINT \_\_\_\_\_ ENERGY UNITED \_\_\_\_\_

GAS COMPANY: CITY/LEXINGTON \_\_\_\_\_ PIEDMONT W.S. \_\_\_\_\_ H.P. \_\_\_\_\_

OR OTHER \_\_\_\_\_

DIRECTIONS: \_\_\_\_\_

SELF AS CONTRACTOR: YES \_\_\_\_\_ NO \_\_\_\_\_

GENERAL CONTRACTOR: \_\_\_\_\_ LIC. # \_\_\_\_\_

ELECTRICAL CONTRACTOR: \_\_\_\_\_ LIC. # \_\_\_\_\_

MECHANICAL CONTRACTOR: \_\_\_\_\_ LIC. # \_\_\_\_\_

PLUMBING CONTRACTOR: \_\_\_\_\_ LIC. # \_\_\_\_\_



## How to Appoint Investors Title Insurance Company as Lien Agent

The most efficient method of appointing Investors Title Insurance Company as a lien agent for your project is to:

1. Visit [www.liensnc.com](http://www.liensnc.com)
2. Register as a user
3. Select the Appointment of Lien Agent option and
4. Follow the prompts

Additional contact information for appointing Investors Title Insurance Company as lien agent:

- Online: <http://liensnc.com>
- In Person: 19 W. Hargett Street, Suite 507, Raleigh, NC 27601
- Email: [support@liensnc.com](mailto:support@liensnc.com)
- Toll Free: 888.690.7384
- Fax: 913.489.5231

## What to File if not using [www.liensnc.com](http://www.liensnc.com) – Form of Appointment of Lien Agent

### Appointment of Lien Agent

I hereby designate Investors Title Insurance Company as Lien Agent for:

- (1) Owner's name, mailing address, telephone number, fax number (if available), and email address (if available):

\_\_\_\_\_

- (2) Property Description:

- a. Street address: \_\_\_\_\_
- b. Tax map lot and block number: \_\_\_\_\_
- c. Reference to recorded instrument: \_\_\_\_\_
- d. Other description reasonably identifying the property (subdivision and lot, metes and bounds, etc.): \_\_\_\_\_

Dated: \_\_\_\_\_ Signature - Owner: \_\_\_\_\_

*Note: In certain situations there may be additional information the Owner is required to provide at time of appointment such as the identity of pre-permit workers (ex. Design professionals) or the identity of a contractor hired to construct a single family residence. The owner should consult NCGS 44A for additional information.*

## Cost of Appointment

The owner appointing the lien agent must pay \$25 for appointment of lien agent for a 1-2 family residence; \$50 for appointment on any other property. If the appointment is made by the owner in a manner other than online, the payment for the appointment should be made out to "LiensNC"

## Allowable Methods of Filing an Appointment of Lien Agent

1. Filing online at [www.liensnc.com](http://www.liensnc.com)
2. Email
3. Certified Mail, return receipt requested
4. Signature Confirmation as provided by the US Postal Service
5. Physical Delivery and obtaining delivery receipt from lien agent
6. Facsimile with facsimile confirmation
7. Depositing with designated delivery service authorized by 26 USC 7502(f)(2)



**On June 28, 2012 Senate Bill 42 was ratified by the North Carolina Legislature and was signed by the Governor on July 12, 2012. The bill became effective April 1, 2013. The new bill makes very meaningful and positive changes to the mechanics' lien law in North Carolina by introducing the required use of mechanics' lien agents for most residential and commercial construction transactions. The bill provides a long overdue notice vehicle to protect consumers, lenders, and title insurance companies from hidden liens.**

**Highlights of the bill are as follows:**

- Property owners are required to appoint a lien agent for all construction projects where cost of improvements will be \$30,000 or higher and the improvements are not for the renovation of owner's existing residence. This appointment must be made no later than the execution of the first contract to improve the real property.
- The lien agent may be chosen from a list of registered lien agents maintained by the Department of Insurance. Only title insurance companies or title insurance agencies licensed in North Carolina are permitted to perform the functions of a lien agent.
- Lien claimants may only enforce a mechanics' lien against real property if they have provided a Notice to Lien Agent using a prescribed form, or filed a Claim of Lien. The Notice to Lien Agent may be filed at any time after a party has contracted to furnish labor or materials on the property. If, however, the Notice or a Claim of Lien is not filed prior to recordation of a deed to a bona fide purchaser, the lien claimant will no longer be able to enforce a lien claim against the real property. However, if a potential lien claimant performs work or provides materials FOR THE FIRST TIME in the last 15 days of the project, the lien claimant may file a notice within 15 days of first furnishing and lien rights will be protected. Likewise, any claim of lien on the real property will be subordinate to a deed of trust unless the lien claimant has provided the notice to the lien agent or filed its Claim of Lien prior to recordation of the deed of trust. Otherwise, the time frame for filing a Claim of Lien under current law has not been changed.
- Notice to the lien agent may only be sent via certified mail, return receipt requested; postal service signature confirmation; physical delivery with receipt; facsimile with confirmation; overnight delivery service; or written electronic communication, including email, with delivery receipt.

### **Duties of the lien agent:**

- Must provide written notice to the property owner within 3 business days of receipt and acceptance of the designation as lien agent;
- Must accept and maintain Notice to Lien Agent from all lien claimants;
- Must maintain records of date and time of receipt and information in the Notice;
- Must provide written notice confirming receipt of the Notice within 3 business days to the lien claimant in the same manner as the Notice was received;
- Must provide written notice to the lien claimant that it is not the lien agent for the property if the Notice is incorrectly delivered to the lien agent, in the same manner as the Notice was received;
- Must provide written notice to the contractor confirming receipt of name and contact information within 3 business days of receipt;
- Must provide written information pertaining to all lien claimants having delivered Notice (and a copy of Notices received if requested) within one business day of written request by the owner of the property; a title insurance company or agency; a contracted purchaser of the property; a lien claimant; a closing attorney, or lender; and
- Must transfer all Notices and information received to any successor lien agent designated by the Owner.

The lien agent will collect a fee of not more than \$25.00 for residential dwellings, and not more than \$50.00 for all other properties.

Since passage of the legislation, Investors Title has worked with industry partners to establish a convenient, electronic and centralized information repository for use by lien agents and those who post notices with or use lien agents. This repository, known as "LiensNC," acts as the central online clearinghouse for lien agents, attorneys, contractors and materialmen to submit required notices and access information on any construction project. We anticipate that the majority of title agents and underwriters who register and agree to serve as a lien agent will utilize this service by subscribing to LiensNC and assigning their lien agent fee for each transaction. As of April 23<sup>rd</sup>, over 3800 lien agent appointments have been made on the system in the first three weeks of operation. In addition, over 500 NoticeAdas to Lien Agent have been filed.

### **The contact information for ALL lien agents is the contact information for LiensNC:**

On-line: [www.liensnc.com](http://www.liensnc.com)

Address: 19 West Hargett Street, Suite 507, Raleigh, NC 27601

Phone: 888-690-7384

Fax: 913-489 5231

Email: [support@liensnc.com](mailto:support@liensnc.com)

If you have any questions or desire further information, you may contact Steve Brown at 919-349-4984 or [sbrown@invtitle.com](mailto:sbrown@invtitle.com).

### **Investors Title local representative:**

Lexington Area: Kathy Baum ([kbaum@invtitle.com](mailto:kbaum@invtitle.com)) (336-239-5660)

## LIEN AGENT INFORMATION

Effective April 1, 2013

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to issue any permit where the project cost is \$30,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence OR the property owner has designated a lien agent and provided the inspections office with the information below:

Name of Lien Agent \_\_\_\_\_

Mailing address of Agent \_\_\_\_\_  
\_\_\_\_\_

Physical address of Agent \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

Excerpt from North Carolina G.S. 160A-417:

"(Effective April 1, 2013) No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued."

## What is a Lien?

- 1) A lien is a notice attached to your property telling the world that a creditor claims you owe it some money. A lien is typically a public record. It is generally filed with a county records office (for real property) or with a state agency, such as the secretary of state (for cars, boats, office equipment, and the like). Liens on real estate are a common way for creditors to collect what they are owed. Liens on personal property, such as motor vehicles, are less frequently used but can be an effective way for someone to collect.
- 2) A lien is a legal claim or a "hold" on some type of property, whether personal or real property, making it collateral against money or services owed to another person or entity. Liens usually exist in situations such as second mortgages, loans against vehicle titles or money loaned against any other substantial items owned by the borrowers. This claim might keep a borrower from selling property, or at least prevent him or her from transferring the title to the property until the debt or obligation is satisfied. In some cases, a person or entity that is owed money or services might use legal means to place a lien on the debtor's property or a portion of it.

## Procedure

Sometimes, property that carries a lien can be forced into sale by the lender to collect what is owed, if the loan is in default. If the borrower decides to sell the property, the lienholder must be paid before the title will be cleared for transfer to the buyer. In some cases, the lienholder is permitted to take possession of the property until the debt or obligation is satisfied but cannot sell it.

## How a Lien Affects Your Property

To sell or refinance property, you must have clear title. A lien on your house, mobile home, car, or other property makes your title unclear. To clear up the title, you must pay off the lien. Thus, creditors know that putting a lien on property is a cheap and almost guaranteed way of collecting what they are owed—sooner or later.

## How Do Creditors Collect on Liens?

Generally, creditors have the right to have the property sold to pay off the lien, usually by way of a foreclosure sale. However, except for tax liens (see below), they rarely do so. This is because in most cases your mortgage was placed on the property before the liens and so must be paid off before any liens are paid. If the creditor forecloses on the lien, it has to keep up the payments on the mortgage or lose the property. Instead of forcing a foreclosure sale, creditors usually wait until the property is sold. Buyers often won't buy the property unless the title is clear, meaning it has no liens. So, the seller will use part of the purchase price to pay off the lien.