



PERMITTING AND BUILDING INSPECTIONS

80 East Street PO Box 548
Pittsboro, NC 27312
Office: 919-542-8293 or 919-545-8403
building.permits@chathamcountyNC.com

COUNTY COMMISSIONERS

Karen Howard, Chair
Franklin Gomez Flores, Vice Chair
Mike Dasher
Diana Hales
Robert Logan

COUNTY MANAGER: Dan LaMontagne

COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

Permits shall be issued by the Inspections Department before construction commences on projects regulated by the North Carolina State Building Code. Permit application requirements depend on the nature and scope of the project.

Permit Application: Apply for a Commercial New Building Permit or Commercial Alteration Building Permit as required for project type at the [Chatham County On-line Permit Portal](#). Select "Permits and Inspections" at the bottom of the page.

All attachments are required to be in .pdf format. New buildings greater than 1,000 sq ft and additions or alterations greater than 5,000 sq ft require one set of hard copy plans to be submitted. Additional information and resources are available on the [Central Permitting webpage](#). Additional permits may be required through the Chatham County Fire Marshall's office (ex. Fire alarm, automatic sprinkler system, etc.)

GENERAL REQUIREMENTS FOR SUBMITTED PLAN SETS

- If the gross building area is 3,000 square feet or less, or the construction cost is \$300,000 or less:
 - The designer's name, address, and signature shall be on each sheet of the plans.
- If the gross building area is greater than 3,000 square feet or if the construction cost is greater than \$300,000:
 - All plans (including Plumbing, Mechanical and Electrical) shall be designed, signed and sealed by a design professional (Architect or Engineer) registered in the State of North Carolina.
- For additions that impact the egress pattern, structural systems, structural loads or fire protection systems of the existing building, the threshold for design professional seals is determined by the total gross building area and the total construction cost plus the tax value of existing portions of building
- Plans may be required to have NCDOT review plans prior to permit approval. The requirements are listed on [NCDOT OSFM webpage](#).
- If submitting shell only building, complete Shell Scope Form obtained on the [Permitting webpage](#).

NEW CONSTRUCTION OR ADDITIONS

- Submit plans in electronic format for each building on Chatham County On-line Permitting Portal, in accordance with directions on that page. Drawings shall be drawn to scale with sufficient clarity and detail to indicate the nature and character of the work, including but not limited to the following:
 - Complete Chatham County Building Code Summary form.
 - Complete Site Plans including utilities and accessibility
 - Complete Architectural plans and details
 - Life safety items listed on Chatham County Building Code Summary form indicated on plans
 - Complete Structural plans and details
 - Plumbing and Gas riser diagrams with fixture layouts
 - HVAC layout with equipment sizes and required fire dampers shown
 - Electrical riser diagram, lighting and power layouts, service size and location
 - Kitchen equipment layout
- Note: Each detached structure requires a separate permit and separate plan set

BUILDING ALTERATIONS (no new building area or site improvements)

- General requirements
 - Content of plans shall be as described for new construction to the extent applicable, including the Chatham County Building Code Summary form. If portions of the Chatham County Building Code Summary form are not applicable, please indicate so and state the reason on the form (ex. N/A)
 - When utilizing the NC Existing Building Code, the designer shall show compliance with NC Existing Building Code Section 410.7 & 806.2
 - Submittal requirements may be reduced for permits where no work is being completed
- Change of use (Change of Occupancy)
 - Detailed floor plan in accordance with general requirements

- Site plan denoting accessibility components
- Complete Chatham County Building Code Summary form
- Life/Safety plan denoting exits, path of egress, fire-rated assemblies, and any other required components
- Include a key plan of building if other occupancies exist within the building
- No change of use or occupancy (Change of Tenant)
 - Detailed floor plan in accordance with general requirements
 - Complete Chatham County Building Code Summary may be required, determined by the building official
 - Life/Safety plan denoting exits, path of egress, fire-rated assemblies, and any other required components
 - Additional information may be required for type of use/occupancy (ex. new equipment type/specifications/placement, cubicle layout, etc.)
 - Include a key plan of building if other occupancies exist within the building
- Note: If the space has been vacant for a year or more, then any new use will be a Change of Use.