



Town of Forest City

Inspections and Zoning Department
128 N Powell St, PO Box 728
Forest City, North Carolina 28043
FCBuilding@TownofForestCity.com

Plans Submittal Checklist for Commercial Projects

It is the responsibility of the applicant to check all items on this list prior to submitting plans. All plans must meet the minimum plan submittal guidelines, all incomplete plans will not be reviewed and will be returned to the applicant.

(Note: this is just a preliminary checklist for plan submittal only and does not include all information that may be required for completing permitting.)

- Complete Building Permit Application and provide a primary contact name, address, phone number and email for project manager/design professional.
- All subcontractors must be chosen and listed on the Building Permit Application. *Please note that "TBD" is not approved as an option.* Project cost and cost breakdown includes turnkey price from engineering to occupancy.
- Paper Plans-submit four (4) complete sets showing all work to be done ((1) set for the Code Enforcement Department, (1) set for the Town of Forest City Fire Marshal, (1) set for the Town of Forest City Public Works Department, and (1) set to be maintained on the project site for reference)). Electronic plans and all pertaining documentation to include the Building Permit Application can be emailed to FCBuilding@TownofForestCity.com.
- Fire Plans (Suppression Systems, Alarm and Detection Systems, Sprinkler or Standpipe System, Carbon Dioxide Tank Systems, Mechanical Hood Systems, etc.) for separate fees and submittal instructions, contact the Town of Forest City Fire Department located at: 186 S Church St Forest City, NC 28043 Telephone: 828.245.2111, Fire Marshal: Chadwick Allen
- Lien Agent for projects at \$30,000 and above is required by NCDOL. Go to liensnc.com to obtain.
- North Carolina Appendix B completed by design professionals can be reproduced on the first or second page of the plans.
- Plans must be sealed by a North Carolina registered Architect/Engineer if property is over 2,500 sq ft or over \$90,000 in construction costs.
- Completed Electric Load Data Form and adherence to the Town of Forest City Transformer Pad mount specifications.
- Foothills District Health Department approval where applicable (food service, well & septic)
- Affidavit of Worker's Compensation Coverage per NCGS 87-14 completed by the GC (form available on our website) for jobs over \$30,000.
- Construction/office trailers require a separate permit and a site plan showing the location of the trailer on site.
- Zoning Requirements: Site Plan, Landscape Plan(s), building elevations and/or materials with color description, as well as signage plan if applicable.

Note: Zoning Requirements are required to be submitted to the Town of Forest City Planner, Preston Janco via email (PrestonJanco@TownofForestCity.com) or dropped off/mailed to 128 N Powell Street Forest City, Attn: Town Planner) for all new constructions and most additions. For small additions, exterior remodeling, change of use and some interior remodeling, a sketch plan may be required. For questions, please contact Mr. Janco at 828.247.4412.

Mission Statement

Our mission is to provide customer service and administer development codes to improve the quality of life for the people living and working within the city limits. This will be accomplished through policies, conducting inspections to ensure compliance with all related codes, and listening to and addressing the concerns of the community. We strive to provide for the public health, safety, and general welfare of the community through inspections, zoning, and the planning process.



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Accessing Plan Review Comments/Statuses Scheduling Inspections/Statuses

If you are the listed as the primary contact, engineer, architect or the general contractor, please email FCBuilding@TownofForestCity.com or call the office main line at 828.248.5239 for a status update.

A scheduling of inspections and job coordination shall be communicated through the license holders listed on the permit application to the Town of Forest City Inspections Department via phone call or email to FCBuilding@TownofForestCity.com.

Once plans have been submitted there is a 10-15 **BUSINESS** day period of time required for initial review (this includes Zoning, Fire, Building and Utilities).

If plans are approved, the design professional and/or General Contractor will receive an email or phone call letting them know.

If plans are disapproved, the design professional and/or General Contractor will receive an email with the required changes for re-submission of plans. If paper plans were submitted, both sets will have to be picked up and corrections made to the affected sheets. Corrections or changes should be identified as such through the use of clouding or some other equally effective method.

Changes can be submitted in the same manner as before. Upon review of the submitted changes, approval will be communicated to the design professional and/or GC.

After you have received the email regarding the approval of plans, complete a permit application listing all trade contractors and list emailed for all trades, if not already done so.

Please email additional/requested information to FCBuilding@TownofForestCity.com or fax to 828.245.6143. Once this updated application is received, we will notify you when it is ready to be issued.

The General Contractor is responsible for communicating all inspections on the project. Inspections can be schedule via phone 828.248.5239 or email FCBuilding@TownofForestCity.com.

Please note that a re-inspection of \$50.00 may be applied to inspections that are failed multiple times or scheduled with no access available to the inspector(s). If a re-inspection fee is assessed to the project, that fee is required to be satisfied prior to the scheduling of **ANY** inspection, whether it be re-inspecting the portion which earned the fee or a different inspection.

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