

Basic Requirements for Residential Plan Review

Below you will find the basic requirements for your plan submittal.

General:

- Drawn to scale
- Plan Size minimum: 9 x 12
- Designer, Engineer, or Architect name, telephone, and address
- Property owner name and address
- Completed Plan Submittal Cover Sheet
- Completed Building Permit Application, Plot Plan for Permit Application, and Compliance Notice for Erosion and Sedimentation Control

Footing:

- Width of footings
- Depth of footings
- Reinforcement bar sizes, locations, and number, if required
- Number of stories
- Footprint of building
- Pier footing sizes and locations
- Compaction test results (Required if less than 2000 psf)
- Show drainage away from building

Slab:

- Footprint of building
- Thickened slab locations and dimensions
- Reinforcement bar sizes, locations, and number, if required
- Type and location of anchor bolts and/or straps
- Insulation/RESCheck as required
- Vapor barrier noted on plans
- Wire mesh/fiber mesh concrete (if required)
- Slab extermination treatment noted on plans

Foundation:

- Footprint of building
- Location and size of piers
- Location of foundation drains
- Pier and curtain wall or full width wall size
- Method of bonding in masonry walls
- Thickened slab locations and dimensions
- Foundation ventilation calculations
- Waterproofing/damp proofing (if required)
- Engineer seal for walls over allowed height
- Reinforcement bar sizes, locations, and number, if required
- Cross-section of exterior walls
- Insulation/RESCheck as required
- Type and location of anchor bolts and/or straps

Basic Requirements for Residential Plan Review (continued)

Framing:

- Drawings/plans of engineered headers, beams, trusses, floor systems to include engineer seal
- Plans showing girder size, point loads, and support requirements
- Roof framing layout, bracing, point loads, and ventilation
- Indicate truss location, bearing lines, and point loads
- Size, height and location of windows and doorways
- Size, name, and types of rooms
- Flashing type and location
- Attic access locations
- Type of exterior sheathing
- Stair cross-section showing riser height, tread depth, handrails, and guardrails
- Decks (free-standing and attached)
- Type of exterior sheathing
- Size, span, species, and spacing of joists, rafters, and studs
- Specify type of fireplace (cross-section of masonry type)
- Insulation/RESCheck as required
- Specify wall covering (i.e. brick veneer, vinyl, etc.)
- Final grade elevation noted on plan
- Clearances from earth: girders, floor joists, sills, and siding

List of Drawings Required

- Elevations: front, side, and rear
- Foundation plan
- Floor plans for each story
- Floor framing plans
- Type and location of anchor bolts and/or straps
- Wall section
- Roof framing plan
- Stair elevation section

Master Plan Review Program

General Description

The Master Plan Review System is designed to free the builder, who builds the same house plan more than once, from having that set of plans reviewed each time the house is built. The first time the plan is built, that set of plans will have the standard plan review performed under the guidelines of the Limited Residential Plan Review Program and the Master Plan Review System. The builder will bring one set of reproducible plans as one of the two copies of the plans that are required for the plan review. Once approved, this reproducible set will be stamped as approved and given back to the builder. (The builder will then be responsible for making a copy of the approved plans and keeping them on site and accessible to the inspector.) At this initial review, a Plans Identification Number (PIN) will be assigned to the plans, which will identify the plans for retrieval at the next permit application. By being able to retrieve the plans for that house, there will not be a plan review required the next time those plans are permitted, as long as there are no major revisions or variations to the approved set of plans.

Program Availability

This program is available to any builder who intends to build a set of one or two-family residential plans more than once in the City of Charlotte, Mecklenburg County, and in the 6 small towns in Mecklenburg County (Matthews, Mint Hill, Pineville, Huntersville, Cornelius, and Davidson).

Documents Required for Initial Master Plan Review

The initial Master Plan Review will require the same documents as any regular residential plan review; with the exception that one of the two sets of plans must be a reproducible set. This enables the builder to copy the sets of approved plans and to keep that set on site during the construction phase. (It also makes it easier for the builder to replace lost, stolen, or damaged sets of plans.)

Also, the plans submitted should include all possible options that will affect square footage and/or structural loads.

When submitting for a building permit for a house plan that has been previously approved under the Master Plan Review System, the builder will need:

- The site plan and other Zoning and addressing information as required for regular Residential Plan Review.
- A completed Master Plan Summary Sheet (including the PIN for the plan to be used)
- A Charlotte/Mecklenburg Building Permit application

Master Plan Review Program (continued)

Changes or Revisions

On the Master Plan Summary Sheet, the builder must identify any revisions or deviations from the original approved plans. If there are any major revisions or changes from the plans that were originally approved in the Master Plan Review System, the plans will have to go through a full residential plan review.

Some examples of major revisions would include:

- Changes in loads and load bearing conditions
- Changes to the square footage of the house
- Changes in components, material types, or construction techniques. (i.e., Changing from stick-framed to truss construction)
- Addition of permanent stairs to an attic
- The addition of a fireplace
- The addition of a bay window

The system will allow the builder to make some minor revisions to the approved plans without going back through the plan review process. Some examples of minor revisions would include:

- Moving non-load bearing walls
- Finishing of a bonus room

RESIDENTIAL DRAWING SUBMITTAL POLICY CHANGES

Effective Date: 7-1-2005

Effective July 1, 2005, the following changes in the Residential Plan Submittal Process will be implemented:

1. Any project exceeding 2 (two) reviews will be subject to a \$145.00 per hour re-review fee. This would include the re-review of lost previously approved plans.
2. The submittals of revisions to approved master plans will not be accepted unless the following criteria is met:
 - a. The revisions must be accompanied by a cover letter specifying the location and the nature of the revisions and that only the affected pages of the plans are submitted.
 - b. The revisions must pertain to alterations in the structural components of the building, variations in the square footage of the structure, or converting unheated to heated space.

(Revised 12-20-2011)