



TRANSYLVANIA COUNTY
NORTH CAROLINA

BUILDING PERMITTING AND ENFORCEMENT
www.transylvaniacounty.org/building-and-permitting
PHONE: (828) 884-3209

Small Commercial Projects Code Summary

This form is for projects less than \$200,000 (project cost based on current ICC Building Valuation Data) and 3000 square feet. Do not use this form if you are a design professional.

Plans

Provide two (2) sets of plans

Plans to be drawn to scale, details, dimensions, door sizes, exits

Site plan, distance to property lines, driveways, entrances, parking, handicap parking and signage, erosion measures

Plans to include structural with wall sections, electrical, mechanical, fuel gas piping, plumbing and energy

Name and use of each room

Enlarged detail of accessible toilet rooms, show all fixtures and dimensions, if applicable

Location of all new and existing fire rated walls, provide U.L. designs

Indicate existing and new partitions, and partitions to be removed

Project

Name of Project: _____

Address: _____

Square Footage:

New _____ Addition _____ Alteration _____ Repair _____

Description of proposed project: _____

What will the space be used for? _____

How was it used before? _____

Is the area where work is to be done occupied? _____

Are there other tenants in the building? _____

Occupancy load of building once this project is completed? _____

Building Data

Number of Stories: _____ Total square footage of existing building: _____

Fire Sprinkler System: ☐ Yes ☐ No ☐ Will Install

Check all that apply:

Construction Type I or II

Walls:

- ☐ Load bearing masonry or solid reinforced concrete walls or columns
- ☐ Steel Columns
- ☐ Metal Studs

Floors and Roof:

- ☐ Concrete Slab
- ☐ Steel bar joists (truss) with metal pan or deck
- ☐ Steel beams with metal pan or deck
- ☐ Metal joists

Is there sprayed fire protection on the steel frame? ☐ Yes ☐ No ☐ N/A

Is there sprayed fire protection on the steel bar joists? ☐ Yes ☐ No ☐ N/A

Construction Type III

- ☐ Load bearing masonry walls or non-combustible exterior walls with wood framing at interior floors, roof, and partitions.

Construction Type IV

- ☐ Heavy timber construction

Construction Type V

- ☐ Wood framed construction “stick frame”

Are all ceilings, columns and walls covered with sheet rock or non-combustible materials? ☐ Yes ☐ No

Are walls, ceilings or other parts of the structure fire rated construction?

☐ Yes ☐ No

If applicable, list fire ratings for the following:

Bearing Walls _____ Tenant Separation _____ Drop Ceiling _____
Floor/Ceiling Assemblies _____ Corridor Walls _____ N/A _____

Life Safety

How many exits are provided from the space? _____ Width of exits: _____

Where do the exits lead?

- ☐ Directly to the exterior of the building
- ☐ To an exit passageway or exit stair
- ☐ To another space

Does the building have or do you intend to install the following:

Emergency lighting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Will Install
Exit Signs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Will Install
Fire Alarm System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Will Install
Smoke Detection System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Will Install
Panic Hardware	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Will Install

Accessibility

Does the building have or do you intend to install the following:

Accessible parking with signage? ☐ Yes ☐ No ☐ Will Install

How many spaces? _____

Is there an accessible route to the main entrance?

☐ Yes ☐ No ☐ Will Install

Are accessible doors with 32" clear passage and lever type door handles provided throughout? ☐ Yes ☐ No ☐ Will Install

Are there toilet rooms? ☐ Yes ☐ No ☐ Will Install

Number of bathrooms: _____ Number of toilets: _____ Number of Sinks: _____

Are they handicap accessible? ☐ Yes ☐ No ☐ Will Install

Is there a drinking fountain? ☐ Yes ☐ No ☐ Will Install

Is there a handicap accessible drinking fountain?

☐ Yes ☐ No ☐ Will Install

Printed Name/Signature

Date