

Upfits & Alterations

- **Commercial structure(s)** means any structure that is designed to be used for commercial use as specified in the NC Building Code.
- Such buildings may be upfit/altered/renovated provided they meet the current technical codes. Depending on the job size an architect or engineer may be required to prepare sealed drawings for submittal regarding the proposed work to be done.
- Changes of occupancy type shall require that at a minimum an assessment by an architect be performed to insure that the proper codes have been met. This can be done by completing an "Appendix B" form.
- NC GS 160D-1110, states that it is unlawful to begin the excavation for, or the construction of, any building or other structure including accessory structures; or to begin the moving, alteration or repair of any structures; or the change in use of the land or building, including accessory structures, until a zoning and/or building permit has been issued. Violations of this section shall constitute a class 1 misdemeanor.
- All commercial construction shall require a licensed general contractor and/or subcontractors to perform the work. Licensee shall hold the appropriate license(s) to perform the work as stated on the approved plans. NCGS 87-10 & 21.
- Any permit issued (paid for) expires six (6) months after issuance if work has not commenced. NCGS 160D-1111.
- If after commencement, the work is discontinued for a period of 12 months, the permit shall immediately expire. No work shall start until such time as a new permit has been re-issued. NCGS 160D-1111. Maintain 1 inspection per year to avoid permit expiration.

You are responsible to pay for the permit at the time the permit is issued.

The city accepts check, cash
or credit card (fees apply)

Planning & Inspect. Staff - 336-983-8265

Building Codes Inspector - Extension 1114
Rick Gordon
Email - rgordon@ci.king.nc.us

Permit Tech - Extension 1113
Tracey Sizemore
Email - tsizemore@ci.king.nc.us

City of King

P.O. Box 1132

229 S. Main Street

King, NC 27021

www.ci.king.nc.us

**“We’re planning for our future each
step of the way”**



City of King

**Requirements to Obtain a
Commercial
Building Permit**

**Planning & Inspections
Department**

336-983-8265 tel.

336-983-2669 fax

Permitting Steps

□ Step 1: Apply for Zoning Compliance

- Have your Land Record Key # (LRK), which can be obtained by going to the county's mapping site. stokescountygis.com
- Bring a copy of a survey map or tax map of the property for verification of zoning.
- Know the land use(s) you plan for the property.
- Review site plan and proposed use with planning & inspection staff to determine compliance with the applicable zoning district.

□ Step 2: Apply for Building Permit

- Submit completed Building Permit Packet - To Include:
 - Building application.
 - 2 Sets of sealed plans (must be scaled drawings and show floor plan(s), two elevations, a typical labeled wall section & a completed Appendix B.
 - An approved copy of the improvements permit from Stokes County Environ. Health Department if you are using a septic system for sewage disposal. NC GS 130A-338
 - Allow 5 to 14 working days for permit to be reviewed and issued.

□ Step 3: Posting approved permit &

Placard

- Once you have obtained your permit you will need to post your orange placard on or near the jobsite.

Incomplete building packets will not be accepted

Inspections Required

All work that a contractor or the owner performs requires that a valid building permit be secured from this office. This in turn requires a physical inspection to be performed by the City of King Building Codes Inspector. Per Sec. 6-65 of the City's code of ordinances.

State required inspections are as follows:

Temporary Electrical Service (Saw Pole): Pole shall be constructed to meet Duke Power standards and the latest edition of the National Electrical Code. After inspection, the power company will be authorized to energize temporary service via a faxed inspection certificate.

Temporary Workmen's Toilet Facilities: must be in place per the plumbing code at the time of the footing inspections.

Footing Inspections: To be made after the trenches are excavated, all grade stakes are installed, all reinforcing steel and supports are in place and appropriately tied, all necessary forms are in place and braced and before any concrete is placed. Chimney and masonry steps must be tied and bonded to other footing. Footings must be on virgin ground, no fill dirt will be accepted without an engineers approval in writing.

Under Slab Inspections: To be made after all forms have been placed, all electrical piping, plumbing piping and/or HVAC ductwork, and pipe chases in place; All required tests must be in place at the scheduling of the inspection.

Slab Pour (Basement and/or Slabs under conditioned areas): All crushed stone, a vapor barrier, all reinforcement steel with supports are tied and/or welded wire fabric is installed with soil treatment for termites, when required, but before any concrete is placed and placement of perimeter insulation as required.

Foundation Inspection: Foundation inspections shall be made after all foundation supports are installed. This inspection is to check foundation supports, crawl space leveling, ground clearances, positive drainage, foundation drains, and venting.

Floor Framing (over crawlspaces optional): To be made after floor framing materials are in place but prior to sub-flooring being applied to check spans, supports, headers, bands, doublers, and grade marks.

Rough-In Inspection: Rough-in inspections shall be made when all building framing and parts of the electrical, plumbing, and mechanical have been placed but before any wall, ceiling finish or building insulation is installed.

Flashing Inspection (optional): To be requested after all flashing materials have been installed around doors, windows, and penetrations but prior to exterior coverings (wood, vinyl, brick veneer, or stone) being applied. Can be done in conjunction with the rough-in inspection.

Insulation Inspection: To be requested after all rough-ins are approved, with all concealed insulation and vapor barriers in place but before any wall or ceiling covering is applied.

Water and Sewer Inspection: To be requested after all lines are in their trenches with no backfill, all required clean-outs must be in place and all connections made at utility taps.

Temp Power: To be requested when the structure is ready for power, but prior to finals. Builder/owner must fill out a temporary power application at the inspections department.

Final Inspection: Final inspections to be requested when everything has been completed in the structure. This includes building, electrical, HVAC and Plumbing. All flooring must be completed in kitchen and bathroom. All appliances that are supplied by the building contractor, must be installed and in working order. Street numbers must be on the front of house and clearly visible from the street, yards graded and seeded.

Scheduling Inspections:

Building contractor/owner must display the building placard in a clear location to identify project location and to record inspection results. The building placard shall be protected from outside elements and remained posted until project is completed.

To schedule an inspection you can call (336)983-8265. **All inspections called in to the office between the hours of 9:00 a.m. and 11:30 a.m., will typical be inspected that afternoon unless you request a different day. Inspections left on voicemail may be received the next day.**

NO Inspections will be done on a permit that has not been paid for.

When scheduling an inspection, the following information **is required**.

- (1) Permit Number (2) Type of Inspection

Re-inspection: A \$60 re-inspection fee will be charged on all of the following but not limited to:

- **Job not ready for inspection or;**
- **Item(s) of the inspection that are not correct on follow up inspection.**

If this occurs you will need to correct the deficiency and call and re-schedule the inspection. All additional re-inspection fees must be paid prior to the CO being issued.

Certificate of Occupancy (CO):

Certificate of Occupancy is required Sec. 6-94 of the City's code of ordinances, before anyone can occupy/use the permitted structure. The Certificate of Occupancy will be issued the following day after all finals have been approved by the inspections department.