



**CITY OF KINGS MOUNTAIN**  
NORTH CAROLINA

---

City of Kings Mountain Building and Zoning Enforcement  
PO Box 429, 101 W. Gold St., Kings Mountain, North Carolina 28086  
Phone 704 734 4599 Fax 704 730 2106

---

### New Construction Checklist

This checklist is to be used when constructing a new building or a significant addition to an existing building. A minimum of 5 sets of plans is required. One set will be returned to use at construction site. Any land disturbing activity must comply with the North Carolina Department of Environmental Health and Natural Resources ( NCDEHNR).

Some occupancies, types and sizes of buildings require North Carolina architect and/or engineer preparation with original seal and signature of architect or engineer or engineer on each page or plans. Corporations must include COA seal, if corporation is listed on title block of plans.

If you need additional information, contact the Building and Zoning Enforcement Department.

#### **Site Plan**

- \_\_\_ 1. Vicinity map with north arrow. Show street address
- \_\_\_ 2. Provide tax map numbers, zoning classification, property area and building area. Show building use and type of construction. State property owner and zoning of adjacent properties.
- \_\_\_ 3. Show property boundaries and location of building(s) on the lot and any easements or rights-of-way. Should include existing power lines (overhead and underground) and transformer location.
- \_\_\_ 4. Show new or existing driveway locations on same and opposite sides of the street. Provide cross section of new driveways.
- \_\_\_ 5. Show dumpster pad location and detail construction. Orient pad for easy access.
- \_\_\_ 6. Show water, water meter and sewer service line service line sizes and location. Show size of water and sewer main and where taps will be made.

- \_\_\_ 7. Provide storm drainage plan and show proposed runoff or tie in to existing storm drain system. Provide copy of approval letter from NCDEHNR for erosion control. Calculate pre and post construction storm-water runoff and indicated percentage of impervious.
- \_\_\_ 8. Detailed parking and landscaping plan. Complete landscaping worksheet and return with plans.
- \_\_\_ 9. State whether or not the lot is in a flood zone, wet land, fire district, special overlay district or historic district. Complete Flood Hazard Development application and checklist if desired development is within a flood hazard area.
- \_\_\_ 10. Show nearest fire hydrant. Show fire lanes, if applicable. Fire hydrant must be available prior to issuing permit. Show fire department connection if building is sprinkled.
- \_\_\_ 11. Furnish City with electronic file of approved site plan within seven (7) days after plan review and approval.

### **Construction Plans**

- \_\_\_ 1. Provide owner's name, address and phone number
- \_\_\_ 2. Provide a complete appendix B on the plan.
- \_\_\_ 3. Minimum plans must include site plan, foundation and footing plan, roof framing, electrical, plumbing, mechanical, and interior finish schedule.
- \_\_\_ 4. Indicate any special inspections and submit inspectors names for approval by the Building Official.
- \_\_\_ 5. Submit Electrical load sheet calculated by the Electrical Engineer and signed.
- \_\_\_ 6. Submit Mechanical load sheet calculated by the Mechanical Engineer and signed.
- \_\_\_ 7. If building exceeds 2500sq. ft and \$90,000 then plans must be sealed by a design professional. One set of wet sealed plans will be required for plan review.
- \_\_\_ 8. Discharge permit if applicable from the City of Kings Mountain Water and Sewer Department.
- \_\_\_ 9. If building is required to be sprinkled or is sprinkled a complete set of fire sprinkler plans including all fire protection elements, and calculations must be submitted to the City of Kings Mountain Fire Department for review. A second set of plans must be submitted to the Building Official.