

Development Services

Commercial Plan Submittal Requirements

300 W. Washington St
Greensboro, NC 27401
(336) 373-2155 Fax (336) 373-6056
Commercial Plan Coordinator (336) 373-2598

For Plan Review Status:
www.greensboro-nc.gov/planreview

- **NEW CONSTRUCTION OR ADDITIONS**

- **General requirements**

- Total gross building area 2500 S.F. or less, or construction cost \$90,000.00 or less:
 - Designers name and signature must be on each sheet of the plans.
- Total gross building area greater than 2500 S.F. and construction cost greater than \$90,000.00:
 - All plans (including Plumbing, Mechanical and Electrical) must be designed, signed and sealed by a design professional (Architect or Engineer) registered in the State of North Carolina.
- For additions that impact on the egress pattern, structural systems, structural loads or fire protection systems of the existing building, the threshold for professional seals is determined by the total gross building area and the total construction cost plus the tax value of existing portions of building

- **New construction**

- Less than 3000 S.F. new building area (including new pavement):
 - Submit plans in electronic format for each building to Greensboro Building Inspections online at [Electronic Plan Review](#), in accordance with directions on that page. Plans must be drawn to scale with scale indicated, legible and complete, including:
 - Completed City of Greensboro Commercial Permit Application Form for each building
 - Completed Appendix B - Building Code Summary form available online at: [North Carolina Department of Insurance Office of State Fire Marshall](#)
 - Complete Site Plans including Utilities and Soil Erosion Controls
 - Complete Architectural plans and details
 - Life safety items listed in Appendix B indicated on plans
 - Complete Structural plans and details
 - Plumbing and Gas riser diagrams and fixture layouts
 - HVAC layout with equipment sizes and required fire dampers shown
 - Electrical riser diagram, lighting and power layouts, service size and location
 - Kitchen equipment layout

Note: Each plan shall have only 1 building type included in it

- Greater than 3000 S.F. building area:

- Submit the same plans as above and
 - Apply to Planning Department for site approval (336) 373-2144.

- **BUILDING ALTERATIONS (No new building area or site improvements)**
 - *General requirements*
 - Total gross building area 2500 S.F. or less, or total construction cost plus tax value for existing portions of building \$90,000.00 or less:
 - Designers name and Signature must be on each sheet of the plans.
 - Total gross building area greater than 2500 S.F. AND total construction cost plus tax value for existing portions of building greater than \$90,000.00, AND alterations that impact on the egress pattern, structural systems, structural loads or fire protection systems of the existing building:
 - All plans (including Plumbing, Mechanical and Electrical) must be designed, signed and sealed by a design professional (Architect or Engineer) registered in the State of North Carolina.
 - *No change of use*
 - Submit building plans in electronic format for each building to Greensboro Building Inspections online at [Electronic Plan Review Web page](#) in accordance with directions on that page. Plans must be drawn to scale, legible and complete, including all applicable items listed for new construction or additions above.
 - *Change of use*
 - Submit the same plans as above and:
 - Include complete site plans in electronic submittal

- **SIGN PERMITS**
Zoning (336) 373-2630

- **DRIVEWAY PERMITS**
GDOT (336) 373-2858

- **PARKING LOTS**
Planning (336) 373-2144

- **GRADING PERMITS**
Soil Erosion (336) 373-2158

- **FIRE PROTECTION PERMITS**
Fire Prevention (336) 373-2177

- **STORM WATER TIE-IN PERMITS**
Engineering (336) 373-2302

- **RESTAURANT SERVICE PERMITS**
Guilford County Health (336) 641-3288

- **SWIMMING POOL PERMITS**
*Guilford County Health (336) 641-3288
Building Inspections (336) 373-2155*