

Development Services

Residential Building Permit Plan Submittal Requirements

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[Plan Review & Tracking](#)

Permits must be issued by the Inspections Department before construction commences on projects regulated by the NC Residential Code. Permit application requirements depend on the nature and scope of the project.

Permit Application form: Complete a Residential Building Permit Application or Residential Accessory Building Permit Application as required for project type. See [PERMITS, FEES AND PROCEDURES](#).

Plans: Submit plans in electronic format for each building to Greensboro Building Inspections online at [Plan Review & Tracking](#), in accordance with directions on that page. Plans shall be drawn to scale with sufficient clarity and detail to describe the nature and character of the work, and shall bear the name address and signature of the person responsible for the design. The Inspections Department may require details, computations, stress diagrams or documentation sealed by a registered design professional, and other data necessary to describe the construction or installation of a system. (NC Admin Code Section 106.2)

Site Plans Required: A site plan, drawn to scale on a sheet no larger than ledger size, is required for all new residences, additions increasing the building footprint or footprint of a mobile home, detached accessory buildings and accessory structures regulated by the NC Residential Code.

Content of Site Plans:

- Site Plans for new residences shall be signed and sealed by an NC licensed land surveyor or design professional. The Inspections Department may require professionally sealed site plans for other projects as necessary.
- Show property boundaries, metes and bounds, easements, rights-of-way, and significant topographic information.
- Show and identify all existing and proposed buildings, accessory structures, driveways, paving, utility poles, overhead wiring, and other site features.
- Identify the proposed construction footprint and dimensions to property lines and adjacent buildings and structures.
- Show and identify the water and sewer service laterals and/or meter boxes and sewer cleanouts. Meter boxes cannot be located in drives.

Building Plans Required:

- Complete plans are required for construction as follows:
 - New single family residences, duplexes or townhomes.
 - Habitable or heated additions enlarging the footprint of an existing residence or mobile home.
 - Habitable or heated additions above an existing structure.
 - Conversion of existing non-habitable spaces such as attics, basements, garages and carports, to habitable or heated space.
 - Detached accessory structures containing habitable or heated space, such as in-law units, pool houses, offices, studios, etc.
 - Sunroom additions.
 - New roofs over existing porches and decks that are intended to be enclosed or otherwise not in compliance with NC Residential Code Appendix M.
 - Major or structural alterations to existing construction listed in this section.
 - Building mounted energy collection systems.

- Subject to Inspections Department approval, the following may require limited building plans, or none. Such projects include:
 - Minor, non-structural alterations to existing habitable or heated space.
 - Detached garages with no habitable spaces.
 - Attached garages with no habitable spaces.
 - Unheated storage rooms.
 - Decks and porches complying with NC Residential Code Appendix M.
 - New roofs over existing open porches and decks, constructed in accordance with NC Residential Code Appendix M.
 - Accessory buildings (storage buildings, sheds, carports, etc.).
 - Mobile home installations and repairs.

Content of Building Plans:

- **New Residences and Additions:**
 - Site Plan as described above.
 - Foundation Plans
 - Structural elements including foundation walls, piers, pilasters, footings, floor slabs, thickened slabs, bearing walls, posts, girders, beams, bands, joists, headers, etc.
 - Concrete thicknesses, member sizes, spans, framing direction, spacing, materials, species and grade, etc., for all structural elements.
 - Ventilation, insulation, moisture and vapor barriers, and crawl space access requirements.
 - Basement room layouts, room names/uses, room dimensions, stairs, etc.
 - Floor Plans
 - Walls, room names/uses, plumbing fixtures, built-in casework, fireplaces and chimneys, safety glazing locations
 - Stairs (width, tread rise and run), handrails, and guards



- Door and window sizes, locations and sill heights
- Show all structural elements including walls, girders, beams, joists, posts, columns, headers, etc.
- Show sizes, spans, spacing, materials, species and grade, and framing direction for all structural elements.
- Existing adjacent room floor plans (for Additions)
- Roof Plan
 - Structural elements, including ridges, beams, hips, rafters, headers, posts, bearing walls and knee walls below, etc.
 - Dormers, rooftop structures, equipment and provisions for their support.
 - Show sizes, spans, spacing, materials, species and grade, and framing direction for all structural elements.
 - Roof and attic ventilation.
- Exterior Elevations
 - Location of grade, floor-to-floor heights and roof pitches.
 - Exterior finishes, flashing, weeps, doors, windows, stairs, roof slopes, etc.
 - Doors, windows, louvers, crawl space and roof vents, exterior safety glazing locations, chimneys.
 - Exterior projections, decks and stairs.
- Wall Sections and Details
 - Footings, foundations, sills, joists, girders, lintels, ledgers/ hangers, floor/wall/roof intersections, sheathing, insulation, wall finishes, moisture & vapor barriers, flashings, weeps, waterproofing, foundation drains, rafter ties, knee walls, etc.
- Special Engineering not addressed in the Building Code
 - Floor and roof truss layouts, engineered lumber products, laminated and steel beams, etc., and supporting structures to grade for loads on such elements.
 - Non-prescriptive designs; materials, spans, point load conditions, wall bracing, sealed crawls, etc.
- Energy Compliance Worksheet or current REScheck (MECcheck) compliance tool
- **Alterations to Existing Structures:**
 - Provide alteration plans for structures that require building plans.
 - Delineate existing conditions, demolition, and show and identify all elements of new work as listed for new construction above.
 - Show capacity of existing structures to support newly imposed loads.
 - Evaluation, design, or certification by a licensed design professional may be required for non-prescriptive or concealed existing conditions.