

Development Services

Commercial Plan Submittal Requirements

300 W. Washington St
Greensboro, NC 27401
Office: 336-373-2155 Fax: 336-373-6056
Construction Coordinator: 336-373-2598

[Plan Review & Tracking](#)

- **NEW CONSTRUCTION OR ADDITIONS**

- **General requirements**

- Total gross building area 3,000 S.F. or less, or construction cost \$200,000 or less:
 - Designers name and signature must be on each sheet of the plans.
- Total gross building area greater than 3,000 S.F. and construction cost greater than \$200,000:
 - 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 [Plan Review & Tracking](#), in accordance with directions on that page. Drawings shall be draw to scale with sufficient clarity and detail to indicate the nature and character of the work, including but not limited to:
 - 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*
 - Content of plans shall be as described for new construction to the extent applicable. If portions of the Appendix B form are not applicable, please indicate so and state the reason on the form.
 - Total gross building area 3,000 S.F. or less, or total construction cost plus tax value for existing portions of building \$200,000 or less:
 - Designers name and Signature must be on each sheet of the plans.
 - Total gross building area greater than 3,000 S.F. AND total construction cost plus tax value for existing portions of building greater than \$200,000, 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.
 - Designer must complete NC Existing Building Code Section 410.7 & 806.2 – Compliance and Exemptions Worksheet (available on our website: [Permits, Fees and Procedures](#)) with plan submittal if applicable.
 - *No change of use*
 - Submit building plans in electronic format for each building to Greensboro Building Inspections online at [Plan Review & Tracking](#) 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

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

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

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

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

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

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

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