



Building Services Division • PO Box 1748 • 150 S. York St. • Gastonia, NC 28053 • 704-866-6729 phone • 704-836-0044 Fax

## Plans Submittal Checklist for Commercial Projects

It is the responsibility of the applicant to check all items on this list prior to submitting plans. All plans must meet the minimum plan submittal guidelines, all incomplete plans will not be reviewed and will be returned to applicant. **(Note, this is just a preliminary checklist for plan submittal only and does not include all information that may be required for completing permitting).**

\_\_\_ Must submit application through our CityView Portal and be a Registered Portal User and then Register as a New Contractor on our Portal. To access our portal please click [here](#). Instructional videos below to help with the registration process.

**DESIGN PROFESSIONALS:** You will only need to register as a Portal User, Step 1, and answer Question on Portal Step 1 “Are you the owner doing work yourself” as Yes so that the application comes to us and we will collect GC and MEP’s later.

**STEP 1 - How to Register on CityView Portal (NOTE: PLEASE USE AN EMAIL THAT EVERYONE CAN GET TO TO MANAGE YOUR PORTAL ACCESS)**

[https://youtu.be/EAy\\_NWP8KYo](https://youtu.be/EAy_NWP8KYo) (click on this link or right click and click on “Open Hyperlink”)

**STEP 2 - Contractor Registration & Linking Portal to Contractor**

<https://youtu.be/Uww4uNcy1Jw> (click on this link or right click and click on “Open Hyperlink”)

\_\_\_ **Project cost must be provided in Step 1 under “Estimated Construction Cost” and should include turnkey price from Engineering to Occupancy.**

\_\_\_ All documentation related to the project that may apply; site plans, building plans, workman’s comp. affidavit, lien agent for job over \$30,000 and erosion control application, must be uploaded in Step 7 during your portal submittal. Each **document uploaded must be under 60MB in size** and this will require you to split your plans accordingly to allow for this upload. Please separate the uploads based on the type of submittal. Question about the process can be **emailed to [codeenf@cityofgastonia.com](mailto:codeenf@cityofgastonia.com)**

\_\_\_ Fire Plans (Suppression Systems, Alarm & Detection System, Sprinkler or Standpipe System), **for separate fees and submittal instructions contact the Gastonia Fire Department located at: 260 N. Myrtle School Rd., Gastonia, NC 28052 – Tel: 704-866-6809**

\_\_\_ Lien Agent for projects at \$30,000 and above is required by NCDOL. Go to [liensnc.com](http://liensnc.com) to obtain.

\_\_\_ North Carolina Appendix B completed by design professional can be reproduced on the first or second page of the plans.

\_\_\_ Plans must be sealed by a North Carolina registered Architect/Engineer if property is over 2,500 sq. ft. or over \$90,000 in construction cost.

\_\_\_ Completed Electric Load Data Form.

\_\_\_ Non-Refundable Plan Review Fee, upfront Zoning Fee of \$150 when applicable and \$100 for Fire Review, required at time of initial submittal (based on estimated job cost) and you will be prompted to pay the fee on CityView Portal before your application is submitted to us.

\_\_\_ Gaston County Environmental Health Department approval where applicable (food service, well & septic) – must be uploaded on Portal.

\_\_\_ Affidavit of Workers Compensation Coverage per NCGS 87-14 completed by the GC (form available on our website) - For jobs over \$30,000 and may be submitted at a later date if GC is to be determined before permit issuance.

\_\_\_ Construction/office trailers require a separate permit and a site plan showing location of trailer on the site and can be applied for on our CityView Portal.

Note: Site plans will be required to be submitted to the Land Development Division (704-866-6943) for all new construction and most additions. For small additions, exterior remodeling, change of use and some interior remodeling a sketch plan may be required. If you have questions regarding this requirement, please contact **Joe Gates at [joeg@cityofgastonia.com](mailto:joeg@cityofgastonia.com) or Tucker Johnson at [tuckerj@cityofgastonia.com](mailto:tuckerj@cityofgastonia.com). There is a complete checklist and requirements for this process located on our website at [www.cityofgastonia.com](http://www.cityofgastonia.com).**

## How to Access Plan Review Comments and Status in CityView Portal

### CityView Plan Review Status

- This is visible on the Applicants portal by Signing into CityView Portal, going to “My Items” at the top of portal page and then click on “My Permit Applications”. Find the permit you are looking for and **click on the Permit Number** and you will be sent to a Status Page. If reviews are not listed in this section and there should be reviews for this type of application, then we have not gotten to your application. If reviews are listed and the status is “PENDING” the review process has started and for commercial projects the estimated time for them to be completed is 2 weeks after the review process has been completed by our Permit Specialist which then pushes out the application for review. An estimated completion date will also be displayed in this section.

### CityView Review Comments

- Once all the reviews have been completed, the applicant will either receive an emailed letter with comments for any failed reviews explaining what will need to be corrected and resubmitted for another review.
- If in the process of the reviews being completed you notice, on portal, that one has failed and others are still pending, and you want to get a head start to making the corrections, please email us this request for the failed comments to [codeenf@cityofgastonia.com](mailto:codeenf@cityofgastonia.com). We will require all re-submittals to be sent at the same time, although you will have the comments for failed review, we ask that you work on them and wait for the email correspondence that will alert you when they have all been completed so that you can upload all changes at one time.

## **Resubmitting Changes after Plans Have Been Reviewed and Approved (Before Permit Issuance or After Permit Issuance)**

Sign into CityView Portal, find the permit application by going to “**My Items**” and then “**My Permit Applications**”, click on the permit number and scroll down to the end and **click on Submittals**. This is where you will upload changes. Once we have reviewed the RTAPS, fees will be pushed out to your portal and will be reviewed once paid. An email will be sent to you when fees are available on your portal. **There will be a fee of \$15.00 per sheet for the resubmission if the plans have already been approved and the changes are voluntary and not requested by the plan reviewer (RTAP).**

### **Permit Issuance Information**

When all the reviews have been completed and approved, and all contractors are listed that need to be listed, the applicant will receive an email to advise fees are ready to be paid on portal.

**There will be a \$15.00 per sheet charge for revisions to already approved plans after permit issuance.**

The Placard and Approved Set of Plans need to be posted on site for all inspections. After payment is made on portal, you can find all related documents that need to be printed by going to “**My Items**”, “**My Permit Applications**”, click on the permit number, scroll down to the end of the status page and you will find them under section “**Documents & Images**”. **Failure to have stamped plans on site will result in a failed inspection and possibly incur re-inspection fees.**