



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 Residential 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.

HOMEOWNERS ACTING AS OWN CONTRACTORS: 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 more information after our review.

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 (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".

___ 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

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New Single-Family Dwellings

___ Building plans must include footing/foundation detail

___ Workmen's Compensation Affidavit

___ Erosion and Sediment Control Plan Application (if applicable). Fee is \$30.00 per lot under 1 acre.

___ Site Plan – drawn to scale, must be uploaded on portal (showing property lines, house, porches, decks, steps, any utility lines & driveway)

___ Sealed survey with flood elevation and floor elevation of house (if applicable)

___ Lien Agent

___ **Energy Code** – can either submit ResCheck OR if not, you must comply with current energy code

___ **GC** must be registered as a Portal User and as a New Contractor in CityView Portal and must be listed under the Contacts Step in portal to be able to submit the application.

___ **Sub-Contractors; Electrical, Plumber and Mechanical,** must be registered as a Portal User and as a New Contractor in CityView Portal and must be listed under the Contacts Step in portal to be able to submit the application.

___ **Concrete Contractor** must be registered as a Portal User and as a New Contractor in CityView Portal and must be listed under the Contacts Step in portal to be able to submit the application.

___ Paid Septic Tank Permit (if applicable) / Health Department Approval (will need to upload if applicable)

___ If not in an approved subdivision, proof of lot record

Residential Additions

- ___ Building plans must include footing/foundation detail
- ___ Workmen's Compensation Affidavit if value of construction is greater than \$30,000
- ___ Site Plan showing addition, property lines and setback measurements
- ___ General Contractor and subcontractors; Electrical, Plumber and Mechanical, must be registered as a Portal User and as a New Contractor in CityView Portal
- ___ Lien Agent for construction cost at or above \$30,000 (if applicable)
- ___ Health Department Approval for properties with Septic or Well – needed to upload before we can approve for review.

Miscellaneous Information

- ___ All new construction requires a Driveway Permit to be issued by the Engineering Department prior to the installation of the driveway. (Please call 704-836-0065, Brent Ratchford, for additional information)
- ___ Once the permit is issued, a permit placard issued by the City of Gastonia Building Services along with the stamped approved construction plans and site plan must remain on site and accessible at all times during construction and all inspections and these can be printed from your portal 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.**

If you need assistance or have questions you can email us at codeenf@cityofgastonia.com