

## **Existing Buildings Application Requirements:**

**These items are needed for change in occupancy and/or alterations to existing buildings. This information is a guideline and is not intended to be exhaustive, or inclusive of all the NC Building code requirements.**

- 1) A change in occupancy or alteration to an existing building may include these items. This means that some existing items will have to be upgraded to the present building code. (A) Accessibility to the physically disabled in the areas of the parking, access to building, signage, ramps, egress and exit doors, and bathrooms to name the major ones.
- 2) A floor plan to scale so that we can determine the correct sizing of areas including hallway, bathrooms etc. This could be done by an engineer for your benefit to save time.
- 3) If the existing building is on a crawl space and a change in floor loading then a structural engineer will need to do an analysis to the floor system. This analysis will be necessary to determine if supports are needed for the floor load increases. If elevation requires a ramp this also will need an engineer to design and submit drawings.
- 4) Accessibility to the disabled will need to be considered for the cashier station. The bathrooms will need to include information on the hardware for doors, faucets, fixture type and accessories. The number of bathrooms fixtures for male and female has not been determined at this time and will be based upon total occupant load. The drawn to scale floor plan will clear this item up.
- 5) Electrical, plumbing, building, and mechanical permits may be necessary to make corrections to the existing building to meet building code requirements.
- 6) If you receive a review letter please follow up with an answer to each one of the items so that we can process your application.
- 7) Some items to be upgraded may have to be determined during the inspection process unless you submit a complete set of drawings, which include mechanical, plumbing, electrical and building plans. These drawings will have to be submitted by you but designed by a professional.
- 8) Please include a total cost of construction so that we can determine what can be exempted under the accessibility code. Construction cost also will determine general contractor and any additional engineering information necessary.

- 9) If a restaurant then a type (1) hood system will be required in the areas of the food preparation and serving. The type (1) hood system includes an extinguishing system, fresh air and manufacturer information on installation and supports. The existing structure will have to be analyzed to determine if it will support this extra loading.
- 10) If a restaurant then a grease trap will be required. This is sized by the Public Services Department and is usually a 1000 gal type. See Public Services (Utilities Division for information).
- 11) A property survey showing property lines and building setbacks will be required to determine fire protection on exterior walls.
- 12) A completed Appendix B including building data to determine construction type may be required, and is based upon construction cost, property zoning and property survey information. This form is available in our office and on line for your convenience.
- 13) Additional information may be necessary for other agencies and departments inside and outside of the City of Jacksonville. This includes reviews by the Onslow County Health Department, City of Jacksonville Fire Department, and sometimes review by the Office of State Fire Marshal, engineering division. These items are determined by reviewing the application and other documents supplied by you.
- 14) For your information, additions to the footprint of buildings will require a structural engineer to design the footing. A soil-bearing test will be required for this footing. Wind loads for construction under the NC International Building Code are predetermined to be 130MPH for City of Jacksonville. Interpolation of the IBC wind loads will be accepted with supporting documents.
- 15) If tenant decides to obtain permit and are not a licensed contractor, or experienced in commercial construction and the International Building Codes caution is advised. Please be advised that a design professional or licensed general contractor is recommended to expedite this application and inspection process. The applicant/permittee takes full responsibility for all building code requirements, handicap accessibility, drawings, engineering data, information on this document and scheduling inspections.
- 16) Written permission from owners to tenants and non-licensed contractors is required before attempting to renovate, or alter an existing building. A copy of this permission will need to be attached to the application for a building permit. Non-licensed contractors can obtain building permits under \$30,000.00.

If you have any questions, please call 938-5232 or 938-5235.