



## Modular Classroom Building Permit Submittal Requirements

Listed below are the minimum requirements for a modular classroom building permit plan review submittal. Please note that these are the minimum requirements for all modular classroom submittals including those that do not require a design professional registered in the State of North Carolina. Sketch plan and commercial site plan approvals are required prior to permit application. Additional drawings, plans or information may be required. Note that the permit applicant will be the point of contact during the review process. Plan review could be delayed if any of the required items or information is missing.

1. A completed online Union County Building Permit Application submittal. Submittals should be made at <https://ucinspect.unioncountync.gov/evolvepublic/>.
2. Approval of the local Zoning Jurisdiction. Zoning approval verification, including the correct physical address, must be provided. Show new classroom location, distance from existing buildings, other modular classrooms and property lines. Show distance to and number of existing toilet facilities, accessible route to and from existing buildings and facilities, number of modular classrooms currently on site, and fire department access.
3. Plans for review should be submitted digitally via direct upload during the online permit application process.
4. Plans must be completed with drawings for review.
5. All plans must be dated and signed by the author.
6. Plans must be drawn on a scale with sufficient detail to fully indicate the nature and scope of the work to be permitted. Drawings must be legible.
7. Certification of the modular unit by a third-party inspection agency approved in North Carolina.
8. Provide sealed, signed, and dated plans when the total costs exceed \$300,000.00 and 3,000 square feet.
9. Approved site plans must be included in the uploaded plans for review.
10. Show how Chapter 11 "Accessibility" of the NC State Building Code is being met.
11. Provide a complete layout plan and details for any portions of the building system not included in the modular building plans.
12. Provide a complete layout plan and details for the Plumbing system when applicable.
13. Provide a complete layout plan and details for the Mechanical system when applicable.
14. Provide a complete layout plan and details for the Electrical system when applicable.

# Advisory Items

1. Department of Public Instruction approval is required for K through 12 public schools.
2. If the unit is a modular toilet facility, sewer and water utility or Environmental Health approval is required.
3. Fire alarm design plans for review are a separate submittal.
4. Automatic fire sprinkler design plans for review are a separate submittal.
5. Some buildings and structures require Special Inspections per Chapter 17 of the North Carolina State Building Code. These projects typically require the seal of a design professional registered in the State of North Carolina and the designer should provide a Schedule of Special Inspections in the plan submittal.

