



# RESIDENTIAL APPLICATION

## REVIEW CHECKLIST

DEVELOPMENT SERVICES DEPARTMENT  
 161 SOUTH CHARLOTTE STREET  
 ASHEVILLE • NORTH CAROLINA • 28801  
 M-F 8:30 AM – 5:00 PM

### Application Submittal Requirements and Plan Content Checklist

Glossary of terms and other resources available at <https://goo.gl/mzN111>  
 Complete an online residential application at [develop.ashevillenc.gov](http://develop.ashevillenc.gov)

#### APPLICATION REQUIREMENTS

Note: These items are required as part of a complete application package. Incomplete application packages will not typically be accepted and result in additional processing and review times.

<input type="checkbox"/>	Completed Residential Application
<input type="checkbox"/>	One electronic copy of building plans drawn to scale (.PDF format; see below for requirements)
<input type="checkbox"/>	One electronic copy of zoning and grading site plans drawn to scale (.PDF format; see below for requirements)
<input type="checkbox"/>	<a href="#">Lien Agent Designation</a>
<input type="checkbox"/>	<a href="#">Water Service Application</a>
<input type="checkbox"/>	<a href="#">Metropolitan Sewerage District (MSD) Application</a>
<input type="checkbox"/>	<a href="#">Residential Plan Review Waiver</a> (if applicable)

#### BUILDING PLAN REQUIREMENTS

For North Carolina Building Code requirements, visit <https://codes.iccsafe.org/public/collections/NC>

<input type="checkbox"/>	Plans include the project name and the designer's name, address, and signature. Plans shall be marked "For Construction" with seals if produced by a design professional (NC Admin Code Section 106.2).
<input type="checkbox"/>	<b>Foundation Plan</b> showing location of all footings and piers with dimensions, including decks and porches. Indicate ventilation and access to crawl space if applicable
<input type="checkbox"/>	<b>Floor Plan</b> showing door locations, egress windows, stairs with tread rise and run dimensions, landings, and bathrooms with fixture locations. Each room shall be dimensioned and labeled per use (note: "other" is not a recognized use).
<input type="checkbox"/>	<b>Framing Plan</b> showing floor and roof material size, species, span and spacing of framing elements (conventional and engineered lumber)
<input type="checkbox"/>	<b>Building Elevations</b> showing building height, story height (floor to ceiling), and number of stories with adjacent grade indicated
<input type="checkbox"/>	<b>Typical Wall Section</b> indicating materials used including insulation R-value, wall framing size, exterior finishes, and unbalanced fill for basement/crawl space
<input type="checkbox"/>	<b>Cut sheets</b> for exterior lighting showing full cut-off fixtures

#### ZONING AND GRADING SITE PLAN REQUIREMENTS

<input type="checkbox"/>	Plans include the project name and contact information for owner, applicant, and individual preparing plan
<input type="checkbox"/>	Existing property boundaries
<input type="checkbox"/>	Area and limits of land disturbance and general property slope (including arrows indicating drainage flow)
<input type="checkbox"/>	Existing and proposed conditions including all structures, retaining walls, streets, water courses, storm conveyances (pipes, inlets, outlets, ditches), utilities, and recorded easements.
<input type="checkbox"/>	Height, setbacks, and encroachments for existing and proposed structures
<input type="checkbox"/>	Proposed driveway apron locations, widths, and materials; existing and proposed parking and vehicular use areas
<input type="checkbox"/>	Flood hazard area boundaries (if applicable)