



**Commercial Plan Review Process**  
**Lincoln County Planning & Inspections Department**  
115 W. Main Street, Lincolnton, NC 28092  
Phone: (704) 736-8725

The following is a list of plans required for plan review. If the project is in the City of Lincolnton a City Zoning approval is required prior to submittal for Commercial Plan Review. Planning & Inspections will distribute the plans to the following departments:

**Environmental Health**  
**City Fire Marshal**  
**County Fire Marshal**  
**County Public Works**  
**County Zoning**  
**Building Inspections**

We require a full electronic plan submittal in PDF form. A full submittal includes the following:

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|--|--|--|
| <input type="checkbox"/> Appendix B Project Data Sheet (completed) |  |  |
| <input type="checkbox"/> Structural                                | <input type="checkbox"/> Architectural | <input type="checkbox"/> Electrical        |
| <input type="checkbox"/> Plumbing                                  | <input type="checkbox"/> Mechanical    | <input type="checkbox"/> Civil (site plan) |

- The plan review fee is \$100 per submittal
- The review period shall last 21 (twenty-one) days for **preliminary** review. If the review is completed prior to that time a member of our staff will contact you. Each submittal will be subject to an additional review period.
- Plans must be sealed. Unsealed plans will not be accepted. A commercial building project with a total value of less than ninety thousand dollars (\$90,000) AND a total project area of less than 2,500 square feet shall be exempt from the requirement for a professional architectural seal.
- Planning & Inspections will distribute comments from the individual departments back to the project contact. Any questions related to these comments will need to be directed towards the department making that comment.
- No building permit will be issued until each department has approved their plan review.
- Appointment of Lien Agent Form must be completed, for projects greater than \$30,000 in value, prior to permit issuance as per North Carolina Session Law 2012-158, as revised.
- If a General Contractor is assigned to the job AND the project cost is greater than \$30,000 a Workers Comp (Appendix D) form is required to be submitted.
- Any application submittal without activity for six months will be considered void. If you plan on proceeding with the project after this time, you will need to re-submit the application and plans.

- Digital plan submittals must not be locked when submitted as this prevents markups from being created on the plan. Plans that are locked will be rejected and a resubmittal will be required.
- Digital Plan Submittals shall be submitted as one document. This can be accomplished by submittal of digital media by e-mail or by flash drive.
- Plan Labeling Requirements:

Drawing Type	Page Label
Cover Sheet	Cover
General Notes	G-1 or G-100
Civil	C-1 or C-100
Landscape	L-1 or L-100
Architectural	A-1 or A-100
Structural	S-1 or S-100
Mechanical	M-1 or M-100
Plumbing	P-1 or P-100
Fire	F-1 or F-100
Hardscape	H-1 or H-100

Page labels must meet the above requirements. If the page label requirements are not met the plans must be resubmitted in compliance with this requirement. Cover sheet index must match the submittals. These page label are examples only and may reasonably differ according to your project.

- Plan revisions must be submitted as full packet. Partial submissions or individual sheets will not be accepted.

# Master Contact List

## Planning & Inspections

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Tammy Wells	Plans Coordinator	(704)736-8725	twells@lincolncounty.org
Steve Leonhardt	Inspections	(704)736-8436	sleonhardt@lincolncounty.org
Randy Hawkins	Zoning	(704)748-1507	rhawkins@lincolncounty.org

## Environmental Health

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Stacy Adcock	Food & Lodging	(704)736-8426	stacyadcock@lincolncounty.org
Brad Hallman	Food & Lodging	(704)736-8426	bhallman@lincolncounty.org
Jonathan Harris	On-Site Wastewater	(704)736-8426	jharris@lincolncounty.org

## County Public Works

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Chris Henderson	Water/Sewer	(704)736-8497	chenderson@lincolncounty.org
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## County Fire Marshal

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Rodney Emmett	Fire	(704)736-8514	remmett@lincolncounty.org
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## Natural Resources

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Danielle Rudisill	Erosion Control	(704)736-8501	drudisill@lincolncounty.org
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## City Fire

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Gary Stevenson	City Fire	(704)736-8920	gstevenson@ci.lincolnton.nc.us
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## City Planning and Zoning

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Mark Carpenter	City Zoning	(704)736-8930	markcarpenter@ci.lincolnton.nc.us
Laura Elam	Zoning	(704)736-8930	lauraelam@ci.lincolnton.nc.us