



Non-Residential Permit Checklist – City of Lexington

NOTE: Each relevant section must be uploaded separately through the Build Lexington Portal during the application process:

<div style="background-color: #4a7ebb; color: white; padding: 2px;">Site Plan</div>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
<div style="background-color: #4a7ebb; color: white; padding: 2px;">Grading, drainage, and erosion control plan</div>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
<div style="background-color: #4a7ebb; color: white; padding: 2px;">Landscape plan</div>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
<div style="background-color: #4a7ebb; color: white; padding: 2px;">Floor plans</div>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
<div style="background-color: #4a7ebb; color: white; padding: 2px;">Water Utility Plan</div>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
<div style="background-color: #4a7ebb; color: white; padding: 2px;">Sanitary Sewer Utility Plan</div>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
<div style="background-color: #4a7ebb; color: white; padding: 2px;">Natural Gas Utility Plan</div>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
<div style="background-color: #4a7ebb; color: white; padding: 2px;">Electric Utility Plan</div>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
<div style="background-color: #4a7ebb; color: white; padding: 2px;">Stormwater Utility Plan</div>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
<div style="background-color: #4a7ebb; color: white; padding: 2px;">Elevations</div>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
<div style="background-color: #4a7ebb; color: white; padding: 2px;">Building Sections & Insulation Details</div>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		

Site Plans:

Number and Format	One (1) digital file in .pdf format.
Title block	<ol style="list-style-type: none"> (1) Applicant (2) Date and any revision dates (3) Parcel number(s) (4) Project Name (5) Property owner (6) Size of site
Map features	<ol style="list-style-type: none"> (1) Legend (2) North arrow (3) Scale (4) Vicinity map
Property	<ol style="list-style-type: none"> (1) Existing and proposed zoning districts on site and within 100 feet (2) Location and dimension of existing and proposed property lines and lot areas (3) Site boundaries, distances and intersecting boundaries
Features	<p>The location, dimension, and/or description of the following features with notation describing if the feature is existing or proposed, to remain or be removed or altered:</p> <ol style="list-style-type: none"> (1) 100 year floodplain and watercourses (2) Access easements (3) Buildings and structures (4) Landscape areas (5) Amenities (6) Right-of-way of public or private streets, sidewalks, greenways, railroads, and alleys (7) Significant cultural or historical features (8) Significant stands of trees or other significant natural features (9) Vehicular surface areas - paved or gravel drives, parking spaces and handicap parking spaces, stacking spaces, and loading areas
Utility Access (may be separate Utility Plan Sheet)	<ol style="list-style-type: none"> (1) Location of all existing utilities connections. (2) Proposed access to water and sewer. (3) Proposed access to electric utilities (4) Proposed access to natural gas utilities (5) Proposed access to public storm drain system and/or stormwater control devices

Development Table	<p>Proposed:</p> <ol style="list-style-type: none"> (1) Building / structure size (2) Gross residential units per acre, if applicable (3) Total number and type of parking spaces, if applicable (4) Vehicular surface area – material and acreage (5) Use
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Building Plans:

Number and Format	One (1) digital file in .pdf format. (NOTE: THESE MUST BE SEPARATED FOR UPLOAD THROUGH CUSTOMER PORTAL)
Building Plans (if applicable only)	<ol style="list-style-type: none"> (1) Foundation plan and details (2) Floor plan (3) Roof plan (4) Structural plan (5) Life Safety pages (6) Sealed truss drawings (7) Wall Sections (8) Fire Rated walls legend (9) U.L. Designs for penetrations (10) Pre-cast engineered drawings (11) Metal building certification (12) Accessibility details
Energy Code	<ol style="list-style-type: none"> (1) Building (2) Electrical (3) Mechanical
Electrical Requirements	<ol style="list-style-type: none"> (1) Lighting Plan (2) Power Plan (3) Riser Diagrams (4) Fire rated walls legend (5) U.L. designs for penetrations (6) Panel location and schedules (7) Electrical load calculations (8) Fire rated penetrations
Plumbing Requirements	<ol style="list-style-type: none"> (1) Fixture and equipment plans (2) Hot and cold water riser (3) Waste and vent riser (4) Storm riser

	<ul style="list-style-type: none"> (5) Fire rated walls legend (6) U.L. designs for penetrations (7) Fire rated penetrations (8) Minimum facility calculations
Mechanical Requirements	<ul style="list-style-type: none"> (1) Mechanical equipment type and schedule (2) Equipment location (3) Dampers and details (4) Fire rated penetrations (5) Fire rated walls legend (6) U.L. Designs for penetrations (7) Gas riser diagram (8) Refrigerator calculations for walk-in coolers and freezers (9) Ventilation and outdoor air calculations
Fire Alarm & Protection Requirements	<p>Separate Fire Permit Required: Contact the City of Lexington Fire Marshal's Office 336-243-2489 extension 3239 Email: Irryggs@lexingtonnc.gov</p>

Grading and Erosion Control:

General Requirements	<ul style="list-style-type: none"> (1) Drainage delineation maps to all proposed sediment and erosion control measures (2) Location and details for existing and proposed storm sewer systems and culverts (3) Location and contours for existing and planned channels (4) Location and detail of silt fencing (5) Location and method of protection for storm inlets (6) Location, detail and method of stabilization for temporary and permanent diversions (7) Location and detail of construction entrance (8) Permanent seeding specifications (9) Provide the construction sequence
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Stormwater Control:

Existing Site Conditions	(1) Total acreage of site (2) Total square footage of existing built upon area
Proposed Improvements with Contours	(3) Proposed grading (4) Limits of disturbance and acreage (5) Square footage of proposed build upon area (6) Sediment and erosion control calculations (7) Calculations for Stormwater Control Measures (SCM's) (8) Seasonal high water table report