

**City of Goldsboro**

**Commercial/Multi-Family**

**Building Permit and**  
**Certificate of Occupancy Checklist**

**The following items must be addressed prior to the issuance of a building permit:**

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**Presubmittal Meeting:**

A presubmittal meeting is encouraged for all projects to secure an understanding of the review process. A presubmittal may be scheduled by calling (919) 580-4333.

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**Submission and approval of a site plan, landscaping, subdivision and stormwater plans:**

Most site development plans must be approved by the City Council and may require review by the Planning Commission and Historic District Commission. Please see the City's Site and Subdivision Review Process hand-out for more information regarding the site plan review process. All related applications and fees shall be included as required by the site development review process.

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**Submission and approval of building plans and fire sprinkling plans:**

The City of Goldsboro typically reviews all building plans within one working day of submittal. Larger projects or projects with incomplete information may take longer to review. A completed application and two sets of plans shall be submitted. The review fees for expansions or new commercial structures is \$150.00. The review fee for upfits to existing structures is \$100.

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**Review and approval of NCDOT driveway permits:**

All projects including new construction and expansions to existing buildings are subject to NCDOT review if the project fronts a state maintained NCDOT road or highway. It is the responsibility of the owner or agent for the owner to secure any and all approvals from NCDOT. Proof of NCDOT approval shall be submitted to the Planning Department prior to building permit approval.

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**Payment of all nitrogen buy down fees:**

Projects subject to stormwater review may have a nitrogen offset fee that must be paid to the State of North Carolina prior to the issuance of a building permit. Please contact the Engineering Department at (919) 580-4342 for more information.

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**Submission and approval of floodplain certifications:**

Projects located in floodplain areas are subject to the submission of floodplain elevation certificates and/or floodproofing. Please contact the Engineering Department at (919) 580-4342 for more information.

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**Submission of erosion control approvals required by the State of North Carolina:**

Some projects require erosion control approval from the state of North Carolina. Proof of these approvals shall be submitted prior to the issuance of a building permit. It is the applicant's responsibility to secure these approvals from the State of North Carolina.

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**Submission of utility certifications to the State of North Carolina:**

Some utility extensions require that engineering certifications be sent to the State for approval prior to the utility system being put into service. Some building permits cannot be issued until these certifications have been accepted and approved by the State. Please contact the Engineering Department at (919) 580-4342 with any questions regarding this requirement.

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**Annexation of property by City Council:**

Projects that are being served by City sewer must be annexed into the city prior to the recordation of any subdivision plats or the issuance of any building permits. The submission of a valid annexation petition does not satisfy this requirement. The property must be officially annexed by the city prior to the issuance of any permits. Petitions for annexation may be obtained by contacting the Planning Department at (919) 580-4333 or by accessing the City's website at [www.ci.goldsboro.nc.us](http://www.ci.goldsboro.nc.us) and then clicking on "Departments" then "Planning and Community Development" and selecting the petition from the drop-down menu.

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**Submission and recordation of final plats and required easements:**

Some projects such as townhome developments, residential subdivisions and planned unit developments (PUDs) must have a final subdivision plat recorded prior to the issuance of a building permit. Some projects that require utility, drainage, access or other easements may be required to record such easements prior to the issuance of the building permit.

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**Payment of all fees and assessments:**

All fees including assessments, frontage fees, water and sewer tap fees and other fees shall be paid prior to permit issuance.

## **The following must be addressed prior to the issuance of a Certificate of Occupancy:**

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### **Completion and approval of all building, mechanical, plumbing, electrical and fire inspections:**

All issues need to be addressed to the satisfaction of the North Carolina Building Code.

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### **Completion and approval of all planning and zoning inspections:**

All inspections related to landscaping installation and compliance with the approved site development plan must be completed prior to the issuance of any occupancy. Requests for planning and zoning inspections can be made at (919) 580-4333. All requests for final site inspections shall be made at least 48 hours in advance of desired inspection time.

### **Completion and approval of stormwater and drainage inspections, dedication of stormwater easements and submission of BMP certifications:**

All stormwater and drainage improvements shall be inspected and approved by the Engineering Department prior to any occupancy. Certifications regarding the construction of stormwater BMP's shall be prepared by a licensed engineer and submitted to the Engineering Department prior to any occupancy. Any required stormwater easements must be dedicated prior to any occupancy. The City of Goldsboro does not allow stormwater improvements to be bonded.

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### **Submission and acceptance of a performance bond for any outstanding improvements:**

The City of Goldsboro will accept a performance bond for some improvements associated with a project that does not affect life safety issues. Estimates for the completion of the required work and bond documents will have to be prepared and submitted to the City prior to an actual occupancy being granted.

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### **Submission of utility certifications to the State of North Carolina:**

Some utility extensions require that engineering certifications be sent to the State for approval prior to the utility system being put into service. Proof of submission and acceptance of these submissions shall be submitted to the Engineering Department.

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### **Submission of post construction flood elevation certificate or other flood proofing documentation:**

Projects located in flood plain areas are subject to submission of these flood related documents. Please contact the Engineering department at (919) 580-4342 with any questions regarding these requirements.

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**Payment of deposits and other fees to allow temporary occupancy:**

Prior to obtaining some temporary occupancies, a deposit may be required to prevent a business from opening prior to the issuance of a final occupancy. Please contact the Building Inspections Department at (919) 580-4385 for more information.

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**Completion and Approval of Temporary Power Inspection:**

A temporary power form must be completed on all commercial projects prior to issuance of a Certificate of Occupancy. A temporary power bond is required. All Temporary Power Inspections must be approved prior to the Electrical Inspector submitting paperwork to the power company.

**The preceding checklist should be considered a guide only and may not be all inclusive. Please consult with the Planning, Engineering or Inspections staff to determine if any additional steps or items will be required.**

**Inspections: (919) 580-4385**

**Planning: (919) 580-4335**

**Engineering: (919) 580-4342**