

**Town of Spring Lake**  
**BUILDING PLAN AND SITE PLAN SUBMITTAL CHECKLIST**

Date Submitted \_\_\_\_\_ Name of Project \_\_\_\_\_

Contact and Telephone \_\_\_\_\_

- \_\_\_ Six complete sets of construction site plan drawings
- \_\_\_ Six complete sets of building plan drawings
- \_\_\_ Stormwater review fee (\$250.00)
- \_\_\_ Completed Stormwater Permit Application
- \_\_\_ Six complete sets of stormwater management drawings and calculations
- \_\_\_ Six complete sets of utility site plan drawings
- \_\_\_ Six sets of landscape drawings and proposed buffering
- \_\_\_ One copy of an approved encroachment agreement with NCDOT
- \_\_\_ One copy of an approved erosion control plan
- \_\_\_ One copy of an approved water extension plan from Division of Environmental Health
- \_\_\_ One copy of an approved wastewater collection system extension from NCDENR
- \_\_\_ When located within the 100 year flood plain one copy of the delineated flood boundary
- \_\_\_ Certification, written and signed by the development site owner of record that such owner formally consents to the proposed development
- \_\_\_ Certification from the Director of Public Works that water and sewer is available in sufficient quantities
  

___ Site plan review fee	0-5000 square feet*	\$100.00
	5001- 50,000 square feet*	\$200.00
	Over 50,000 square feet*	\$300.00

  
- \_\_\_ Building plan review fee (\$150.00)

**Town of Spring Lake Fire Department Building Plans Checklist  
Commercial and Multi-Family Attached Buildings.**

**Project:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

- 1) \_\_\_\_\_ **Four (4) sets of Fire Suppression System (Sprinkler Systems 13-13R-13D) and Automatic Smoke Detection, Heat Detection and Manual Fire Alarm Plans , with all hydraulic and/or electrical calculations and rating of appliances to be used in the project. All appliances used on the exterior of buildings and subjected to ambient atmosphere conditions must be rated for such use.**
- 2) \_\_\_\_\_ **All fire hydrants Tri-90% Mueller, 24 inches minimum clearance from bottom of steamer cap to ground and a minimum 36 inches clearance around the outside of the bonnet. Hydrants must face the street. Maximum distance between hydrants is 500 feet by road frontage measurement, number of hydrants to be calculated according to needed fire flow as calculated in Section 503, Appendix B and Appendix C section 104 of NC State Fire Code. Any NFPA13 Sprinkler system must have a dedicated hydrant for support of the system by Fire Department apparatus when an internal fire pump is not provided to meet demand of the system.**
- 3) \_\_\_\_\_ **All water system capacity flows including: Consumptional Demands, Sprinkler Flow Demands and additional fire flow requirements for exposure buildings according to ISO guidelines or from Section 503 and Appendix B of the NC State Fire Code. Minimum water main size requirements for fire suppression demands are outlined in NFPA 501A for Mobile Home Developments and NFPA 1141 and 1142 for Planned Developments. All Water Calculations must be sealed by an engineer and submitted at the time of site plan submission for review by staff.**
- 4) \_\_\_\_\_ **All Fire Department Access Travel Lanes shall be a minimum of 26 feet width in addition to any parking spots. All roads shall be capable of supporting at least 75,000 pounds and no road may have over a 10% grade for any area adjacent to buildings as outlined in Section 503 and Appendix D of the North Carolina State Fire Code.**
- 5) \_\_\_\_\_ **All Fire Department Connections (FDC) for Sprinklered and Standpipe structures will be 5 inch Storz connection on a 30 degree elbow and 5 inch Storz Cap. All FDC shall be a**

minimum of 32 inches and a maximum of 36 inches above the finished landscape in accordance with section 903.7 of the North Carolina State Fire Code.

- 6) \_\_\_\_\_ All commercial buildings shall be equipped with a Knox Box entry system mounted no higher than 60 inches AFF. Multifamily Attached buildings will have Knox Box systems with keys for common areas, and buildings with exterior riser rooms. Where property that is gated, an Emergency Knox Key Switch will be installed and operational with the components of the gate opening system and must have secondary means of operation in the event of a power outage.
- 7) \_\_\_\_\_ Where required by Code all ADA and Area of Rescue Assistance areas are clearly marked on the plans including the type of communication system supplied for the Area of Rescue Assistance.
- 8) \_\_\_\_\_ Any building with a height to finished floor greater than 30 feet above the lowest level of fire department access shall also be equipped with a Class I or Class III Standpipe system. The FDC for this standpipe system shall be allowed to be jointly connected to the Automatic Fire Sprinkler System.

*Delays in supplying the following information in the requested format will result in a significant delay in the plan review and certification of your plans as Code Compliant by the Fire Department. **There will be a \$250.00 fine PER DAY and a Doubling of Permit Fees if work is done without the proper permits or plan review.***

For any questions regarding this checklist, please call the Fire Prevention and Life Safety Division of the Spring Lake Fire Department at (910) 436-0337. Office Hours Monday through Thursday 7:00 am – 5:00 pm.