

405 County Complex Rd.  
Clinton NC 28328  
Inspection: 910-592-0146  
Planning: 910-631-1039  
Fax: 910-596-0773



Hours of Operation:  
Mon-Thurs. 7AM-5:30PM

**Sampson County Inspection and Planning Department**

## **COMMERCIAL BUILDING PLAN REVIEW CHECKLIST**

**Forms required for plan review on Commercial building plan review. Please ensure that you include all necessary forms when submitting your plans for review. Plans will not be accepted for review if any of these forms are missing. Any missing documentation will result in an automatic \$25 fee at the time the permit is issued.**

Zoning Permit ([Planning Division](#))

Environmental Permit (septic/well) ([Environmental Health Division](#))

Environmental Health Plan Review for Food ([Environmental Health Division](#))

Prep Letter from Fire Marshal's office for fire review ([Fire Marshal's Office](#))

Lien Agent ([LiensNC.com](http://LiensNC.com))

Plan Review packet ([Inspection Department](#))

Plan Review Application

Trade Permit Application

Workers Compensation Affidavit

(1) Acre of land form

Temporary electrical permit affidavit (if applicable)

Set of plans with Appendix B filled out completely. Plans must be detailed to determine code compliance. Engineered set when required.