



# Special Request Inspection Tracking Sheet

**Note:** This is only a preliminary review for significant changes caused by occupancy change, alterations, renovations, or additions. Information received from these inspections are incomplete and do not represent the entire City or NC State Building codes. Guide for Owner/Tenant to use for information to determine cost and feasibility of modifications.

## **Items needed for consultation:**

- 1) Completed application (Tenant/Owner)
- 2) Scaled floor plan of entire space or building; submit existing and proposed changes. (Tenant/Owner)
- 3) Physical Survey of property (Tenant/Owner)
- 4) Date of original construction or any modification. (City or County files)
- 5) Last occupancy (City or County Files)

## **Inspection use only:**

- Change in Occupancy** \_\_\_\_\_
  
- Alteration / upfit** \_\_\_\_\_
  
- Renovation** \_\_\_\_\_
  
- Zoning/Planning** \_\_\_\_\_
  
- Fire** \_\_\_\_\_
  
- Flood Zone** \_\_\_\_\_
  
- CAMA** \_\_\_\_\_

## Inspector Check list

**Inspector: Identify major areas of concern only!**

**1) Accessibility Upgrades:**

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**2) Exits Upgrades:**

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**3) Electrical Service/Wiring Upgrades:**

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**4) Plumbing Fixture Upgrade:**

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**5) Mechanical/Ventilation Upgrade:**

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**6) Structural Upgrades (Bearing or Non-Bearing):**

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**7) Fire Rating Requirements:**

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**8) Design information required:**

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**9) Other:**

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