



AIA North Carolina

A Chapter of The American Institute of Architects



Carolinan AGC
Building Your Business

JCR-19

Early Approval of Contract Documents For Permitting Purposes

October 1974

April 1988, October 1998, October 1999

Recommendations:

The review and approval of construction project documents at both the local/state and federal levels has become more detailed and time consuming. Projects that require local historic, landscape and appearance reviews, as well as the normal building code reviews, may require several months to work through the approval process.

Comments:

1. The owner, architect and other design consultants should start the preliminary project review process with local and state agencies early in the design process, with subsequent submittals as required for preliminary approvals.
2. Projects requiring special review and approval (i.e., local historic or appearance) should be submitted and approvals obtained prior to completion of the contract documents.
3. The architect should start the building permit process by submitting final contract documents to the building code agencies (local and/or state) as early as possible and no later than when the project documents are released for bidding or negotiating.
4. When the project is awarded, the contractor should continue the process and obtain the final permits.
5. Payment for permit shall be the responsibility of the contractor involved.

End of JCR-19

This recommendation is the result of considerable discussion and deliberation by the Architect and General Contractor members of the Joint Cooperative Committee of AIA North Carolina and the Carolinas AGC. While its provisions are not binding on individual Architects or General Contractors, the committee believes that adherence to the recommendations will benefit the Owner and the Construction Industry in general.