



# Residential Zoning-Building Permit APPLICATION INSTRUCTIONS

The following instructions are intended to serve as a guide for completion of the Residential Zoning-Building Permit Application. **Attach all supporting documents required for the type of work being performed according to the “[Permit Application Requirements](#)” Handout.** As each project is unique, staff may request additional material that may be required to determine compliance with the Land Use Management Ordinance (LUMO) and the Building Code.

**Note:** This guide is separated into sections that match the sections on the Residential Zoning-Building Permit Application. Instructions and definitions of terms are provided for each section. **Incomplete applications will not be accepted. However, applicants may choose to submit zoning-related materials only for a zoning review and approval prior to submitting materials for a building permit application. See Permit Application Requirements Handout for more details.**

## Table of Contents

- A. Project Location..... 2
- B. Applicant ..... 3
- C. Types of Work..... 3
- D. Detailed Project Description..... 5
- E. Details..... 6
  - 1. Construction ..... 6
  - 2. Dwelling Units..... 6
  - 3. Area ..... 7
  - 4. Zoning ..... 7
- F. Supporting Documentation ..... 9
- G. Contractor Worksheet Section Instructions ..... 12
  - 1. Types of Work..... 12
  - 2. Intentionally Left Blank ..... 13
  - 3. General Construction..... 13
  - 4. Mechanical Permit..... 13
  - 5. Electrical Permit ..... 14
  - 6. Plumbing Permit..... 15
  - 7. Applicant’s Statement ..... 15
  - 8. Detailed Scope of Work Instructions..... 16
- What is a Detailed Scope of Work? ..... 16
- Index..... 17

## Residential Zoning-Building Application

### A. Project Location

1. **Type of Project:** Check the appropriate box if your property is a Single or Two Family residence.
2. **County:** Check the appropriate box if your property is in Orange or Durham County.
3. **Property Address:** Ensure that the correct address for the property is entered. Entering an incorrect address will result in delays in processing your application. If your project involves any change to the physical address, contact Deborah Squires, Senior GIS Technician, at 919-969-5089 or [dsquires@townofchapelhill.org](mailto:dsquires@townofchapelhill.org) to request an address change.  
  
**Projects requiring an address change include** but are not limited to demolition, construction of new buildings, or changes to the number of units, including accessory apartments. Additionally, an address may need to be updated if the property has been subdivided or recombined within the last 6 weeks.
4. **Unit Number:** Add the unit number here (i.e. 108 North Road, Unit B)
5. **Parcel Identifier Number:** Enter the PIN for your property
6. **Subdivision:** If your property is part of subdivision, indicate the name here.
7. **Inside Town Limits:** Check this checkbox if your property is inside the town limits of Chapel Hill.
8. **Existing Use:** Include the specific existing use of the property (i.e. vacant, single family home, rental duplex, etc.).
9. **Utilities:** Include water utility (OWASA, well, or community well) and sewer (OWASA or septic)
10. **Zoning District:** Enter the zoning district for the property. The zoning district (and any overlay districts for your property) can be determined by searching for the property, either by its address or Parcel Identifier Number (PIN), on the Town's [online GIS tool](#). Additional information on using this tool can be found on the [Planning Department's FAQ page](#)
11. **Property Owner:** First and last name of the property owner.
12. **Property Owner Address:** Enter address for property owner. If it is the same as the property address, check the box.
13. **Special Protection Areas:** Check the boxes for all applicable overlay zoning districts and/or environmental protection areas on the property.
  - a. **Zoning Overlay Districts:** The requirements from zoning overlay districts are in addition to those from the zoning district to afford more protections to historic and established neighborhoods. You can determine if your property is in a zoning overlay district by using the Town's online GIS tool. Instructions for this process are on the [Planning Department's FAQ page](#).
    - i. **Historic District:** Check this box if the property is located in the Historic District. Most exterior changes other than ordinary maintenance or repairs are subject to Historic District Commission Approval, as required by [section 3.6.2](#) of the LUMO. Additional information and a Certificate of Appropriateness application can be found on the

[Planning Department's FAQ page](#). Submit that application in addition to a Residential Zoning – Building Application.

- ii. **Neighborhood Conservation District (NCD):** Check this box if the property is located in an NCD. Properties in a particular NCD are subject to special regulations and design guidelines as required by [LUMO section 3.6.5](#) (scroll down to view after opening the LUMO link). Additional information can be found on the [Planning Department's NCD Page](#).
- b. **Environmental Protection Areas (EPAs):** These areas are subject to additional regulations to protect water quality and property from flooding. The **approximate** location of Floodplain, RCD and Jordan Buffer areas can be viewed using the [GIS tool](#). Instructions for using this tool can be found on the [Planning Department's FAQ page](#).

Staff may require a survey based on the proximity of the environmental protection area(s) to the property and project to determine their **exact** location. If the Town's GIS tool indicates the features are on or near your property, contact the Planning Department for verification regarding their size and whether a survey is required. More information about these and other storm water regulations can be found on the [Stormwater Division's Regulations and Ordinances Page](#)

- i. **Floodplain:** Check this box if part or all of the property lies within a floodplain. Projects occurring in the floodplain require proof of flood insurance.
- ii. **Watershed Protection District:** Check this box if the property is in the Watershed Protection District. [Section 3.6.4 of the LUMO](#) (scroll down to view after opening the LUMO link) pertains to the Watershed Protection District.
- iii. **Resource Conservation District (RCD):** Check this box if part or all of the property is in the RCD. The RCD provisions in [Section 3.6.3 of the LUMO](#) (scroll down to view after opening the LUMO link) specify the types of uses and activities allowed in streamside buffer areas. The size of the RCD depends on the type of stream on your property (i.e. perennial, intermittent), the slope of your property, and the date your property was created. Additional information can be found on the [Stormwater Division's RCD Page](#)
- iv. **Jordan Watershed Riparian Buffer (Jordan Buffer):** Check this box if all or part of the property is within the Jordan Buffer. The Jordan Lake Rules, set by the State, specify the types of uses and activities allowed within streamside buffer areas to improve water quality in Jordan Lake. Additional information can be found on the [Stormwater Division's Jordan Lake Rules Page](#).

## B. Applicant

The applicant is typically the general contractor for the project, as indicated on the required scope of work between the Property Owner and the Contractor. The Applicant must fill in their Name, Address, email, phone number and fax numbers. If the Owner is acting as the Applicant, check the "same as Owner" checkbox and complete the Owner Exemption Affidavit (see Section F for additional information). Sign and date Section B.

## C. Types of Work

Check all boxes that apply to the work being performed and complete the reverse side of the application based on the types of work selected.

**Note:** All types of work require completion of the [Contractor Worksheet](#), pages 3-4 of the application unless otherwise noted.

- 1. Accessory Structure or Use (Exterior).** Complete sections D, E1, E3, and E4. In section D, include the type, size (in ft. or sq. ft.) and the height (ft.), if applicable, of each use or structure. In section E3, complete Impervious Surface Area row.

**Example:** Install 100 sq. ft. shed, 8' tall; Install 150' of three-rail fencing, 5' tall.

**Notes: Sheds count as Floor Area.** The Addition, Remodel, or other alteration of an Accessory Apartment / Accessory Dwelling Unit (i.e. granny flat or in-law suite) should be classified as that type of work, not as an exterior structure, even if the Accessory Dwelling Unit is not attached to the main house. Fences under 6 ft. in height, irrigation, landscaping (over 2000 sq. ft.), patios, parking or other paved or impervious areas, sheds less than 144 sq. ft. with no side longer than 12 ft., and stoops, require Zoning Approval only and thus do not require the submission of a Contractor Worksheet and Sub Permit Application

- 2. Addition.** Complete sections D and E1-E4. In section E3, include measurements in the Existing, Proposed Addition/New (gross), and proposed Total columns.
- 3. Deck / Porch.** Complete sections D, E1, and E3- E4. In section E3, fill in the applicable boxes in the Impervious Surface Area row for porches only. In section D, list out each deck / porch separately; include location, sq. ft., whether it is covered, and enclosure material, if applicable.

**Number of Decks and Porches.** Each level constitutes a separate deck or porch. Each step-up/down between structures constitutes a separate level. Each side of the building constitutes a separate deck or porch unless it is a continuous deck or wrap-around porch. A deck and porch on the same level and on the same side of the building constitute a separate deck and porch.

**Decks**, by definition, are uncovered, unenclosed and allow water to reach the ground through the deck flooring, and thus are considered pervious. **Porches** are impervious and may or may not be covered and enclosed. Examples: uncovered concrete front porch = porch. Uncovered wooden structure with slatted-floor = deck. **Note:** Decks and screen porches do not count as Floor Area; **but, glass-enclosed porches will count as Floor Area.**

**Example:** Porch 1, south side, 250 sq. ft., covered, screened. **Include** the area of any porches and covered decks in the Impervious Surface Area row on section E3.

- 4. Demolition.** Complete sections D, E1-E4. In section D, describe the nature of the demolition, including sq. ft., number of stories, type of structure, location, and indicate whether or not the foundation is being demolished. In section E3, include measurements in the Existing, Proposed Decrease, and Proposed Total columns for the applicable measurements. **Example:** "Demolition of an 1800 sq. ft. 1 story home, including foundation"

**Note:** The measurements associated with this example would need to be reflected in the following rows of the demolition column in section E3: Impervious Surface Area, 1<sup>st</sup> Floor Square Footage, and Total Square Footage.

- 5. Driveway.** Submit Driveway Permit Application and complete sections D, E3, and E4 for new or expanded curb cuts. Include measurements in Impervious Surface Area row in Section E3.
- 6. Electrical.** Complete Electrical section of Contractor Worksheet.

7. **Foundation:** Complete sections D and E1. If the area of the foundation is being changed, complete sections E3 and E4 as well.
8. **Mechanical.** Complete Mechanical section of Contractor Worksheet.
9. **New Building.** Complete sections D and E1-E4. In section E3, include measurements in the Existing, Proposed Addition, and Proposed Total columns.
10. **Plumbing.** Complete Plumbing section of Contractor Worksheet.
11. **Pool.** Complete sections D, E1, E3 and E4. Include the following in section D: pool surface area (sq. ft.), type of pool (in-ground, above ground), filtration type (chlorine, salt water, or other-specify), its location (Indoor, outdoor), whether or not it is heated, and whether or not it is prefabricated.  
  
Include any impervious pool deck, such as concrete, brick, stone, etc... in section C as an Accessory Structure or Use.  
  
**Example:** install 250 sq. ft., in-ground, chlorine, outdoor, pre-fabricated pool with slatted wooden pool deck.
12. **Other.** Complete sections D and E1-E4, including all applicable columns in E3. **Confirm which sections should be completed with Development Services Staff.**
13. **Remodel.** Complete sections D and E1-E3 In section E3 include measurements in the Existing, Remodel / Renovation / Repair, and Proposed Total columns. Complete section E4 if there will be new land disturbance to accommodate the remodel (i.e. construction staging area).
14. **Renovation.** Complete sections D, E1, and E3. In section E3 include measurements in the Existing, Remodel / Renovation / Repair, and Proposed Total columns. Complete section E4 if there will be new land disturbance to accommodate the renovation (i.e. construction staging area).
15. **Repair.** Complete sections D, E1, and E3. In section E3 include measurements in the Existing, Remodel / Renovation / Repair, and Proposed Total columns. Complete section E4 if there will be new land disturbance to accommodate the repair (i.e. construction area and construction staging area).
16. **Roof / Siding.** Complete sections D and E1. If the size of the area covered by roofing is changing, complete Existing, Proposed Addition, Proposed Decrease (if applicable) and Proposed Total columns in section E3. If there will be new land disturbance to accommodate the work, complete section E4.
17. **Solar.** Complete sections D, E1, and E4. If pole mounted or ground panels are being installed, include measurements in impervious surface area row of section E3. Include the following information about the solar panels in section D: the number, type (photovoltaic, thermal, etc...), how they will be mounted (rooftop, pole mounted, and ground) and maximum height measured from the ground.

**Example:** Install 5 pole-mounted, photovoltaic solar panels with maximum height of 10 ft.

## D. Detailed Project Description

Include specific location and size for each type of work.

**Example:** Addition- 1 story, 600 sq. ft. living room and sunroom on SE corner of home; Remodel and convert 200 sq. ft. dining room to bedroom on east side of 1st floor.

## E. Details

Complete all applicable sections based on the types of work selected in section C. When applying for multiple types of work, be sure to include all work when completing the following details.

### 1. Construction

- **Construction Value** is to be determined using the Cost of Construction as reported in the detailed scope of work. See section G8 below for what should be included in the cost of construction and detailed scope of work.

### 2. Dwelling Units

Complete this section for New Buildings, Additions, Remodels and any other work that changes the number of bedrooms, bathrooms, kitchens, dwelling units, or parking spaces. Accessory Apartments count as separate dwelling units. The following is a description of the rows and columns of this table.

- **Bedrooms:** A sleeping room, which is defined as a room designated as sleeping or bedroom on the plans (NC Building code Section R202). These rooms must have two means of egress and be no less than 100 sq. ft.
- **Bathrooms:** For permitting purposes, a half bathroom counts as 1 bathroom, not .5 bathrooms.
- **Kitchen:** Kitchen shall mean an area used, or designated to be used, for the preparation of food (NC Building code Section R202).
- **Dwelling Unit:** A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation (NC Building Code Section R202). Further, the Land Use Management Ordinance (LUMO) requires each dwelling unit to contain independent kitchen, sanitary, and sleeping facilities. All dwelling units must comply with the Town's Minimum Housing Code. **Note:** Accessory Dwelling Units count as a separate dwelling unit. (LUMO appendix A).

**Note:** The LUMO definitions of dwelling units for Single Family, Two-Family, Single Family-With Accessory Apartment, and Two-Family / Duplex limit occupancy: **No more than four (4) persons who are not related by blood, adoption, marriage, or domestic partnership may occupy these types of dwelling units.** Occupancy by more than 4 unrelated persons constitutes a "Rooming House" which is not covered by this permit application and is subject to commercial building code. (LUMO appendix A). Contact the Planning Department if you are considering constructing a rooming house.

- **Parking Spaces:** Include all off-street parking spaces for the property, including garage spaces.
- **Existing:** The amount of bedrooms, bathrooms, kitchens, dwelling units and parking spaces in the property's current (pre-construction) state.
- **New:** The proposed net increase of the above as part of this project. **Example:** If 2 bedrooms are being removed on the first floor and 2 bedrooms are added to the second floor, the value of this box would be 0.
- **Total:** The Proposed Net Total of the above as part of this project. This column should be calculated as follows: *Existing + Proposed New = Proposed Total*

### 3. Area

All or part of this table should be filled out based on the type of construction work you have selected in section C above.

**a. This table tracks two distinct measures:**

- **Impervious Surface Area (ISA) / Built Upon Area:** The portion of a development project that is covered by impervious or partially impervious surfaces including buildings, pavement, recreation facilities (e.g. tennis courts), etc. (Note: Slatted decks are considered pervious.) (LUMO Appendix A.)
- **Square Footage:** This is the habitable floor space of the building. Square footage is reported per floor and as a total. Include all enclosed space in this measure including garages, glass enclosed porches, and sun rooms. **Include both heated and unheated square footage in this measure.** The information provided in this section must reflect the modifications to each floor that will be completed as part of this project. **Note:** If your project includes more than 3 stories, attach a separate sheet with the information for those additional stories.

**1. Each of the above measures is broken into different categories**

- **Existing:** The sq. ft. of each measure on the property in its current (pre-construction) state.
- **Remodel, Renovation, Repair:** This measurement is only necessary for building square footage. This measurement must reflect all areas (in sq. ft.) in the existing building that will be remodeled, renovated, repaired or otherwise altered.
- **Decrease / Demolition:** The proposed gross decrease of sq. ft. for Impervious Surface Area and Square Footage
- **Addition / new [gross]:** The proposed gross increase of sq. ft. for Impervious Surface Area and Square Footage. Do not subtract Decrease / Demolition in sq. ft. for this column.
- **Proposed Total:** The Proposed Net Total of sq. ft. as part of this project. This column should be calculated as follows: *Existing – Decrease / Demolition + Addition / New = Proposed Total*. Do not include Remodel / Renovation / Repair in this calculation.

### 4. Zoning

Complete this section based on the types of work you selected in Section C.

- a. Lot Size (NLA):** This is the net land area of your property.
- b. New Land Disturbance:** The new amount of land being disturbed as a part of this project.
- Land Disturbance definition:** Any use of the land by any person in residential, industrial, educational, institutional, or commercial development, or highway or road construction or maintenance that results in a change in the natural cover or topography. A "land disturbance" includes any activity that changes the existing hydrological characteristics of the land surface. This may include the grading, digging, cutting, scraping, compaction, or excavation of soil, placement of fill materials, paving, construction, substantial removal of

vegetation, or any activity which bares soil or rock or involves the diversion or piping of any natural or man-made watercourse. Routine maintenance of landscape areas is not included as land disturbance. (LUMO Appendix A).

**Notes:** If you know the amount of land disturbance on your property since 1/27/2003, complete the details “Disturbance Since 1/27/2003” AND “Total Disturbance” (which is calculated as follows: *Land Disturbance Since 1/27/2003 + New Land Disturbance = Total Land Disturbance*) in the Office Use section.

If total land disturbance is greater than 5,000 sq. ft. you must submit a Landscape Protection Plan with your application. If total land disturbance is greater than 20,000 sq. ft., you must submit a Stormwater Management Plan, Stormwater Report with your application, and obtain an Erosion Control Permit from Orange County. For more information on these requirements, view the [Stormwater Division’s Stormwater Management Plan Page](#)

- c. **Existing ISA / NLA ratio:** This is the existing ratio of impervious surface area to net land area on your property, in its current (pre-construction) state. It is calculated as follows:  
*Existing ISA (from E3) / NLA = Existing Impervious Surface Ratio*
- d. **Total ISA / NLA ratio:** This is the ratio of impervious surface area to net land area on your property, once the project is complete. It is calculated as follows:  
*Total ISA (from E3) / NLA = Total Impervious Surface Ratio.*
- e. **Primary Height (allowed / proposed):** Enter the maximum allowed primary height and proposed primary height for your project. The maximum primary height is set in LUMO table 3.8-1 in section [3.8 of the LUMO](#) (scroll down to view the table). It is the maximum height that is allowed for a structure at any setback line on your property.

**Height is defined as:** The vertical distance from the mean natural grade at the foundation to the highest point on the structure. (LUMO Appendix A). Mean natural grade is depicted next to the definition of height in [LUMO Appendix A](#). Setback information can also be found in table 3.8-1

- f. **Secondary Height (allowed / proposed):** Enter the maximum allowed secondary height and proposed secondary height for your project. The maximum secondary height is set in LUMO table 3.8-1 (see link above). It is the maximum height allowed for any structure on your property.

**Note:** Enter Floor area only for Duplexes and projects occurring in Neighborhood Conservation Districts (NCDs) only. **Floor Area Definition:** The sum of enclosed areas on all floors of a building or buildings measured from the outside faces of the exterior walls, including halls, lobbies, arcades, stairways, elevator shafts, enclosed porches and enclosed balconies, and any below-grade floor areas used for access and storage. **(Sheds, and separated garage storage areas count as floor area).** The following do not count as floor area: open terraces, patios, atriums, balconies, carports, garages, breezeways, and screened porches. (LUMO Appendix A)

- g. **Interior Setback (required / proposed):** Enter the required and proposed interior setback for your project. The minimum interior setback is set in LUMO table 3.8-1 in section [3.8 of the LUMO](#) (scroll down to view the table). **Definition:** The horizontal distance between the interior lot line of a zoning lot and any structure on such zoning lot, measured



perpendicular to the interior lot line. ([LUMO Appendix A](#)). There is a depiction of setbacks adjacent to the definitions for setbacks in LUMO Appendix A.

- h. Solar Setback (required / proposed):** Enter the required and proposed solar setback for your project: The minimum solar setback is set in LUMO table 3-8.1 in section 3.8 of the LUMO (see link above). **Definition:** The horizontal distance between the North lot line of a zoning lot and any structure on such zoning lot, measured along the North/South axis in a southerly direction from the North lot line. A North lot line shall be construed to include any portion of a lot's lot line which has an alignment within forty-five (45) degrees of an East/West axis.

**Note:** On lots with a street setback on the northern property line, use the more restrictive setback.

- i. Street Setback (required / proposed):** Enter the required and proposed street setback for your project. The minimum street setback is set in LUMO table 3-8.1 in section 3.8 of the LUMO (see link above). **Definition:** The horizontal distance between the street lot line of a zoning lot and any structure on such zoning lot, measured perpendicular to the street lot. (LUMO Appendix A).

- j. Existing Floor Area:** Enter the floor area of the property in its existing (pre-construction) state.

- k. Change in Floor Area:** Enter the proposed change in floor area (either + or - )

- l. Total Floor Area:** Enter the proposed total floor area. This is calculated as follows:

*Existing Floor Area +/- Change in Floor Area = Total Floor Area*

## F. Supporting Documentation

This section is a listing of supporting documents that should be attached to your application. The [Residential Zoning-Building Permit Application Requirements Handout](#) distinguishes which documents are required for the different types of work.

**Submit an electronic copy of each of these documents in addition to paper copies.**

1. Driveway Permit- for new driveways or new/ expanded curb cuts only.
2. Flood Insurance Certification (if project is entirely or partially in a Flood Plain)
3. Lien Holder Certification from liensnc.com
4. Orange County Department of Health Approval for Wells and Septic Systems
5. Orange County Recyclable Materials Permit Application
6. OWASA approval for new water and/ or sewer connection or OWASA bill indicating existing service
7. Owner Exemption Affidavit, if owner will be the General Contractor of Record
8. Verification of Jordan Riparian Buffer and Resource Conservation District Location
9. Workman's Comp Affidavit
10. 2 sets of Construction Plans - no larger than 18"x24"<sup>1</sup>

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<sup>1</sup> Site plans must have a minimum scale of 1:40. Compressed plans with reduced scales are not acceptable. Everything included on site plan must be legible. Staff reserves right to request new plans if submitted plans are illegible in any way.

11. 2 sets of Site Plans– no larger than 18”x24”<sup>1</sup> See below for features to be included on a site plan.
  12. Signed Scope of Work Document
  13. Landscape Protection Plan- see below (required if land disturbance is more than 5,000 sq. ft.)
  14. Stormwater Management Plan (required if land disturbance is more than 20,000 sq. ft.)
  15. Stormwater Management Report (required if land disturbance is more than 20,000 sq. ft.)
  16. Orange County Erosion Control Permit (required if land disturbance is more than 20,000 sq. ft.)
- a. **Site Plan Requirements (item 12).** All site plans whether hand-drawn from GIS application or similar program or prepared by a professional, unless otherwise noted, must include the following:
- ii. **Basic requirements.**
    - Project Name
    - Address
    - Parcel Identifier Number
    - Property Owner’s Name
    - Applicant’s Name
    - Applicable Notes
    - Legend
    - Labels
    - North Arrow (North oriented to top of page)
    - If completed by professional, include control corner, including latitude and longitude
    - Scale and/or clearly drawn dimensions
    - Revision dates
    - If completed by professional, include North Carolina Professional Seal
    - Include person who prepared plans, if different than applicant
    - Property boundaries
    - Streams and buffers (including Resource Conservation District (RCD) boundaries, Jordan Watershed Riparian Buffer boundaries, flood plain boundaries, and wetlands boundaries, note ephemeral streams)
    - Setbacks
    - Right-of-Way and easements
    - Topography (2 foot contours)
    - Distances between structures and distances from structures to property lines
  - iii. **Existing Conditions**
    - Existing structures, including all impervious surfaces such as roofs, driveways and sidewalk
    - Clearly identify existing roads, (public and private), vehicular parking areas, bicycle parking, handicapped parking, and street names
    - Steep slopes delineated and clearly labeled (classifying slopes 0-10%, 10-15%, 15-25% and 25% and greater if lot created after 1/27/2003)
  - iv. **Proposed Conditions**
    - Proposed structures, including all impervious surfaces such as roofs, driveways and sidewalks
    - New impervious surface, tallied in square feet.

- Proposed roads (public and private), vehicular parking areas, bicycle parking, handicapped parking, street names
  - Proposed utilities and fences
  - Limits of disturbance, clearly marked
  - Total land disturbance tallied in square feet (including grading, construction, staging, and installation of utilities)
  - Erosion and sediment control measures, including details (e.g., inlet protection, silt fence, steep slope protection and permanent stabilization specifications).
- v. **Drainage** (Refer to [Permit Applications Requirement Handout](#) for when these items should be included in plans)
- Existing drainage patterns with flow direction arrows
  - Proposed drainage patterns with flow direction arrows
  - Existing and proposed roof drain location
  - Outlet dissipater locations, dimensions, and details
  - Identify amount of impervious surface area (square feet) associated with each outlet
  - Drainage conveyance system (piping and swales)
  - Stormwater and drainage easements, as required.
- b. **Landscape Protection Plan (item 13)** (Submit for projects where total land disturbance is more than 5,000 sq. ft.)
- Tree Survey (trees greater than 18” diameter at 4 feet in height)
  - Rare and specimen tree critical root zones
  - Rare and specimen trees proposed to be removed
  - Proposed tree protection / silt fence location
  - Pre-construction / demolition conference notes
  - Existing and proposed tree canopy calculations, if applicable.
- c. **Stormwater Management Plan (item 14)** (Submit for projects where total land disturbance is more than 20,000 sq. ft.). **Note:** For lots created prior to 1/27/2003, the plan must control for stormwater rate and quality. For lots created after 1/27/2003, the plan must control for stormwater rate, quality, and volume
- Topography (2 foot contours)
  - Existing drainage patterns with flow direction arrows
  - Proposed drainage patterns with flow direction arrows
  - Conveyance system, including pipes, culverts, swales, etc...
  - Existing and proposed roof drain locations
  - Locations of stormwater management structures, including dimensions
  - Stormwater management structure details, cross-sections and construction notes
  - Planting and final stabilization plans and specifications
  - Stormwater management structure and drainage easements, as required
  - Proposed outfall locations and outlet structure dimensions and details
  - Erosion and sediment control measures, including details (e.g., inlet protection, silt fence, steep slope protection, and Permanent stabilization specifications)
- d. **Stormwater Management Report (item 15)** (Submit for projects where total land disturbance is more than 20,000 sq. ft.)

- i. Written Narrative describing:
  - Existing and proposed conditions
  - Pertinent onsite and offsite drainage locations
  - Anticipated stormwater impacts
  - Design criteria
  - Discussion of structural and non-structural BMPs (Best Management Practices) and strategies chosen to mitigate development impacts that will be part of the stormwater management plan
  - Soils information (classification, infiltration rates, depth to groundwater and bedrock)
- ii. Summary table of the peak discharge flow rates (1, 2, and 25-year storms) for pre-development; post development without stormwater management; and past development with stormwater management, for all sub-basins and the project site as a whole
- iii. Hydrology calculations, to include:
  - Pre-development and post-development drainage maps clearly labeled and showing delineated drainage sub-basin; connectivity of conveyance system and stormwater structures; and points of analysis. Flow paths in each sub-basin must be indicated (may be included in plan set)
  - Summary table of land uses and areas (in square feet) within each drainage basin, curve numbers/ runoff coefficients for each land use, Basin ID, and source of values used
  - Time concentration calculations
  - Peak discharge calculations documenting results shown in summary table (See b above)
- iv. Hydraulic calculations, to include:
  - Water quality volume calculations for providing 85% TSS removal for post-development stormwater runoff
  - BMP sizing calculations, including stage-storage-discharge information
  - Routings and hydrographs
  - Pipe sizing calculations and schedule (including HGL & EGL calculations and profiles)
  - Channel sizing calculations
  - Outlet dissipater sizing calculations
  - Jordan Lake Stormwater Load Accounting Tool, if required printed on 11X17 paper
- v. Draft Operations and Maintenance Plan for each stormwater management structure.

## G. Contractor Worksheet Section Instructions

The following instructions are intended to serve as a guide for completion of the Contractor Worksheet and when submitted with the Residential Zoning-Building Application. **The Scope of Work between the Contractor and Homeowner, and between General Contractor and Sub Contractors, if applicable, must be attached to this application.**

### 1. Types of Work

- A. Choose the type(s) of work/ trade(s) that will be performed under this permit.

**Note:** Each contractor must complete and sign their individual section of the Contractor Worksheet application. **Development Services must have an original signature per trade for each section of this application in order to issue the permit.** However, electronic signatures, faxed signatures, or scanned signatures are permissible provided that the original signed document is mailed or hand-delivered to Development Services at the address listed above. In this case, the application will be deemed complete and review will commence, but the permit will not be issued until the original document(s) is received.

## 2. Intentionally Left Blank

## 3. General Construction

General contractors must complete and sign this section.

- **Name and contact information:** Complete all fields.
- **Privilege License #:** Enter your valid Town of Chapel Hill Business Privilege License Number. All work performed in the Town of Chapel Hill requires a valid Business Privilege License.
- **NCGC License #:** Enter your valid North Carolina General Contractor License Number, if applicable.
- **Classification:** Choose Residential, Commercial, Limited, Intermediate or Unlimited, as applicable.
- **Construction Cost:** Enter the total cost from the Scope of Work document (**Section 8 below**) for the work being performed.
- **Attach copy of Scope of Work** between general contractor and property owner. **Please see Section 8 instructions on the detailed Scope of Work.**
- **Select the statement that matches your status as a contractor:** If you are the property owner acting as the general contractor (the third option) and the cost of construction is over \$30,000, you are required to complete and sign the “Owner Exemption Affidavit.”
- **Print your name, sign and date application.**

## 4. Mechanical Permit

Mechanical contractor must complete and sign this section when mechanical work is being performed.

- **Name and contact information:** Complete all fields.
- **Privilege License #:** Enter your valid Town of Chapel Hill Business Privilege License Number. All mechanical work performed in the Town of Chapel Hill requires a valid Business Privilege License, even when working under a general contractor.
- **NC Mech License #:** Enter your valid North Carolina Heating License number.
- **Classification:** Choose your classification, if applicable. For example, H-1, H-2, H-3 etc.
- **Construction Cost:** Enter the total cost from the Scope of Work document (**Section 8 below**) for the work being performed.
- **Attach copy of Scope of Work** between contractor and property owner. **Please see Section 8 instructions on the detailed Scope of Work.**

- **Print your name, sign and date** the Mechanical Permit section of the application.
- **Details:**
  - **Service Type / Change Out:** Select the box that applies to the work being performed.
  - **Check all that apply:** Select all boxes that apply to the work being performed.
  - **# of Heat Pumps and Gas Packs:** Enter the number of new, upgraded, or replaced heat pumps and gas packs.
  - **# of Mechanical Appliances:** Enter the number of new, upgraded, or replaced appliances. See the footnote at the bottom of this section on the application for examples of mechanical appliances.
  - **Fireplace:** Check the box if any work is being performed on a fireplace.
  - **# of Fireplaces:** Enter the number of fireplaces that are being added, modified, or replaced.

## 5. Electrical Permit

Electrical contractor must complete and sign this section when electrical work is being performed.

- **Name and contact information:** Complete all fields.
- **Privilege License #:** Enter your valid Town of Chapel Hill Business Privilege License Number. All electrical work performed in the Town of Chapel Hill requires a valid Business Privilege License, even when working under a general contractor.
- **NC Elect License #:** Enter your valid North Carolina Electric License number.
- **Classification and Voltage:** Select the appropriate classification, if applicable, and voltage.
- **Construction Cost:** Enter the total cost from the Scope of Work document (**Section 8 below**) for the work being performed.
- **Attach copy of Scope of Work** between contractor and property owner. **Please see Section 8 instructions on the detailed Scope of Work.**
- **Print your name, sign and date** the Electrical Permit section of the application.
- **Details:**
  - **Service Type:** Select the box that applies to the work being performed.
  - **Service Size (amps):** Enter the size of the electrical service for new service and upgrades in service size only.
  - **# of Meters:** Enter the number of electrical meters that are new, will be upgraded, or moved.
  - **Requested Voltage:** Enter the amount of voltage this project will use for new or upgraded service.
  - **Service Entrance Size:** Indicate the service entrance size of electrical service for new, moved or upgraded service.
  - **Boxes\*:** Enter the number of electrical boxes, i.e. junction boxes (exclusive of lights, switches and outlets) that will be added, moved, or removed.
  - **Switches\*:** Enter the number of switches that will be added, moved, or removed.

- **Outlets\*:** Enter the number of outlets that will be added, moved, or removed.
- **Lights\*:** Enter the number of lights (i.e. sockets/ fixtures) will be added, moved, or removed.

**\*NOTE:** Your electrical permit fees are calculated on the quantities you input into the boxes, switches, outlets, or lights section. Be sure not to double count as your fees will unnecessarily be increased.

## 6. Plumbing Permit

Plumbing contractor must complete and sign this section when plumbing work is being performed.

- **Name and contact information:** Complete all fields.
- **Privilege License #:** Enter your valid Town of Chapel Hill Business Privilege License Number. All plumbing work performed in the Town of Chapel Hill requires a valid Business Privilege License, even when working under a general contractor.
- **NC Plumb License #:** Enter your valid North Carolina Plumbing License number and classification.
- **Classification:** Select the appropriate classification, if applicable.
- **Construction Cost:** Enter the total cost from the Scope of Work document (**Section 8 below**) for the work being performed.
- **Attach copy of Scope of Work** between contractor and property owner. **Please see Section 8 instructions on the detailed Scope of Work.**
- **Print your name, sign and date** the Plumbing Permit section of the application.
- **Details**
  - **Service Type:** Select the box that applies to the work being performed.
  - **Change Out:** Select the box that applies to the work being performed.
  - **# of Fixtures and Spigots:** Enter the number of water fixtures, spigots, connections, etc... that will be added, moved, or removed.
  - **# of Water Heaters:** Enter the number of Water Heaters that will be added or replaced.
  - **Check all that apply:** Select all boxes that apply to the work being performed.

## 7. Applicant's Statement

This section is signed and dated by the general contractor that has a signed Scope of Work with the owner.

## 8. Detailed Scope of Work Instructions

These instructions are intended to assist Property Owners, General Contractors and Sub Contractors on what information is needed in the required Detailed Scope of Work document that **MUST** be submitted with every permit application as part of a complete submission packet.

Select the option below that matches your construction needs:

1. **Single Scope of Work:** The Detailed Scope of Work document must include any and all work proposed by General Contractor on behalf of the Property Owner, to include all proposed work by Subcontractors working for the General Contractor.

**NOTE:** If this option is chosen, the General Contractor will provide only one Detailed Scope of Work document for the entire proposed project and the subcontractors will only be required to sign the permit application for their discipline.

2. **Multiple Scopes of Work:** Each Contractor (the General Contractor and all Subcontractors) must submit a separate Scope of Work.
3. **Owner acting as General Contractor:** If the Property Owner is *legally* acting as the General Contractor for the proposed project (in accordance with North Carolina General Statutes), a Detailed Scope of Work document will be required to be submitted for each subcontractor.  
**Exception:** If the Property Owner is self-performing the work and not employing ANY subcontractors, a detailed scope of work with cost breakdowns for the entire project for each discipline (BEMPI) is required.

### What is a Detailed Scope of Work?

The Detailed Scope of Work is a separate document that details any and all work being proposed for a project. It **MUST** include the following information:

- 1) Company letterhead, to include:
  - Company Name, Address, Contact information (phone, fax, email) with Contractor's NC License #
- 2) Complete property address where work is being proposed
- 3) Property Owner's full name, address and contact information (phone, email)
- 4) Detailed description of agreed upon proposed work
- 5) Cost of Construction (Dollar Amount) is the amount needed to complete the proposed scope of work from beginning to end.
- 6) Signatures of all parties

**NOTE:** According to Construction Law, the Cost of Construction is defined as the: "Expense incurred by a contractor for labor, material, equipment, financing, services, utilities, etc., plus overheads and contractor's profit. Costs such as that of land, architectural design, consultant and engineer's fee are not construction costs."

**FRAUD NOTICE:** Knowingly providing false information in this Scope of Work will subject the General Contractor and Subcontractors to civil and criminal prosecution.



## Index

Accessory Structure or Use	4	Interior Setback	8
Addition	4	Kitchen	6
Applicant’s Statement	15	Landscape Protection Plan	11
Bathrooms	6	Lot Size (NLA)	7
Bedrooms	6	Mechanical Appliances	14
Built Upon Area <i>See</i> Impervious Surface Area		Mechanical Permit	13
Change in Floor Area	9	Mechanical Work	5
Construction Area Table		New Building	5
Addition / new	7	New Land Disturbance	7
Decrease / Demolition	7	Parking Spaces	6
Existing	7	Plumbing Permit	15
Existing to be Altered	7	Plumbing Work	5
Proposed Total	7	Pool	5
Construction Value	6	Primary Height	8
Cost of Construction	16	Property Address	2
Demolition	4	Remodel	5
Detailed Scope of Work (Definition)	16	Renovation	5
Detailed Scope of Work (Instructions)	15	Repair	5
Driveway	4	Roof / Siding	5
Dwelling Unit	6	Secondary Height	8
Dwelling Units Table		Site Plan Requirements	10
Existing	6	Solar	5
Proposed New	6	Solar Setback	9
Proposed Total	6	Special Protection Areas	2
Electrical Work	4	Square Footage	7
Environmental Protection Areas	3	Stormwater Management Plan	11
Flood Plain	3	Street Setback	9
Jordan Buffer	3	Stormwater Management Report	11
Resource Conservation District	3	Total Floor Area	9
Watershed Protection District	3	Total ISA/ NLA ratio	8
Existing Floor Area	9	Types of Work	12
Existing ISA / NLA ratio	8	Utilities	2
Existing Use	2	Zoning District	2
Foundation	5	Zoning Overlay Districts	2
Heat Pumps and Gas Packs	14	Historic District	2
Impervious Surface Area	7	Neighborhood Conservation District	3