



COMPLETE ALL APPLICABLE SECTIONS OF THE APPLICATION

Building & Development Services

405 Martin Luther King Jr Blvd Chapel Hill, NC
 Building/ Zoning 919-968-2718 or 919-969-5066

Email: permits@townofchapelhill.org or zoning@townofchapelhill.org

Residential Permit Application Submittal Checklist

Electronic submission required

Zoning Permit Submittal Requirements

Zoning Fee Exempt	Minor Zoning	Regular Zoning
<ul style="list-style-type: none"> Impervious surface (ISA) less than 500sqft Land Disturbance (LD) less than 1,500sqft No grading 	<ul style="list-style-type: none"> ISA from 500sqft to 1,500sqft LD of 1,500sqft to 5,000sqft Grading or new foundation In or near a Special Protection Area (NCD, RCD, HD, Jordan Buffer) 	<ul style="list-style-type: none"> ISA greater than 1,500sqft LD greater than 5,000sqft In or near a Special Protection Area (NCD, RCD, HD, Jordan Buffer)
Examples: Decks/porches, patios, sunrooms, etc.	Examples: Small additions, new accessory dwelling units, etc.	Examples: Houses, large additions, hardscape/grading, pools, etc.

	Required Documents	Zoning Fee Exempt	Minor Zoning	Regular Zoning
Time Frames for Zoning Review		Same day	Up to 5 business days	5 business days
	Permit Application	✓	✓	✓
	Plan (see Zoning Review Checklist for details)	Plot Plan	Detailed Site Plan	Sealed Site Plan
	Water/Sewer Service Confirmation		✓	✓
	Elevation Drawings		✓	✓
	Driveway Application (new construction, new driveways, etc.) Contact Staff at 919-969-5040.			
	Historic District: Show existing conditions, proposed conditions with elevations, and proposed materials.			

Building Permit Submittal Requirements

Up to 2 business days for trade only permits and 5-10 business days for those requiring residential building plan review.

Documents	Applicability
Permit Application	Required for all applications. Complete all applicable fields.
Recyclable Materials Form	For renovations, remodels, repairs, new construction, demolition, etc. for properties in Orange County.
Electronic Construction Plans	For renovations, remodels, repairs, new construction, demolition, etc. Plans must be legible and show all proposed structural details.
Workers' Compensation Affidavit and COI	For renovations, remodels, repairs, new construction, demolition, etc. with a cost of \$30,000 or more. A certificate of insurance (COI) for the GC is needed.
Lien Agent Information	For renovations, remodels, repairs, new construction, etc. with a cost of \$30,000 or more. Appointments can be made at www.liensNC.com .
Lien Exemption Form	For renovations, remodels, repairs, new construction, etc. with a cost of \$30,000 or more. This form is in lieu of filing an appointment and only for owner occupied existing single family residential dwelling units.
Owner Exemption Affidavit	For projects with a cost of \$30,000 or more and the owner is the GC.

Any required upfront fees are due at submittal. See amounts at <https://www.townofchapelhill.org/town-hall/departments-services/planning-and-development-services/development-services/fees-for-development-services>.



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Town of Chapel Hill Residential Permit Application

Zoning Approval: _____

Permit Number:

Building Approval: _____

A. Property and Owner Information	<i>Single Family</i>	<i>Two Family</i>	<i>Townhouse</i>
Property Address:			
Owner Name:			
Owner's Address:			Same as Property Address
Email:			Phone:
Zoning District:			
Special Protection Areas (check all that apply):			
Floodplain Conservation District	Historic District	Jordan Buffer	Neighborhood Conservation District
	Watershed Protection		Resource
Additional information required for properties in Pine Knolls, Northside, or the Historic District.			

B. Provide a <u>detailed</u> description of <u>ALL</u> proposed work for all trades. Include location of work.
Total Cost of Project: \$

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C. Types of Work			
Trade Work Only (for installations of heating/cooling equipment, generators, and all other trade only work):			
Electrical Only	Electrical/Mechanical	Plumbing Only	Plumbing /Electrical
Mechanical Only	Mechanical/Plumbing	Electrical/Mechanical/Plumbing	

D. Zoning Information			
	Allowed	Proposed	
Primary Heights (feet)			
Secondary Heights (feet)			
	Allowed	Proposed	
Interior Setback (feet) <i>Neighboring lot lines</i>			
Solar Setbacks (feet) <i>Northernmost Lot Line</i>			
Street Setback(s) (feet)			
	Existing	Change (+/-)	Total
Impervious Surface Area (ISA)			
Lot Size (NLA)			Square Feet
New Land Disturbance			Square Feet
Proposed ISA/NLA Ratio			
Floor Area (NCD or Duplex)			Square Feet

E. Dwelling Units			
Number of	Existing	New	Total
Bedrooms			
Bathrooms			
Kitchens			
Dwelling Unit(s)*			

F. Heated Square Footage			
	Existing	New	Total
Basement			
First Floor			
Second Floor			
Third Floor			
Total:			
Interior Work Area (sqft)			

*Per the 2018 NC State Building Code, a *dwelling unit* is a single unit providing a complete, independent living facility for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

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G. General Contractor		Same as Property Owner
Name:		NC License #:
Address:		
Email:		Phone:
Total cost of building work:		
<p>I am a general contractor duly licensed by the NC Licensing Board for General Contractors.</p> <p>I am permitted to contract on projects on one property at a time not to exceed \$30,000. I acknowledge and understand that I am not permitted to perform or subcontract plumbing, mechanical, or electrical work, so all of the following contractors are considered licensed sub-contractors and have contracts directly with the property owner.</p> <p>I own the property where the building, or portion thereof, will be constructed or altered and I am acting as the General Contractor of record. I acknowledge and understand that I must occupy the property for a period of not less than 12 months and have attached the completed, signed, and notarized Owner Exemption Affidavit, as required by State Law, stating the same.</p>		

H. Design Professional Information (if applicable)		
Name:		NC License #:
Address:		
Email:		Phone:

I. Mechanical Contractor		Same as Property Owner
Name:		NC License #:
Address:		
Email:		Phone #:
Total cost of mechanical work:		

J. Electrical Contractor		Same as Property Owner
Name:		NC License #:
Address:		
Email:		Phone #:
Total cost of electrical work:		

K. Plumbing Contractor		Same as Property Owner
Name:		NC License #:
Address:		
Email:		Phone #:
Total cost of plumbing work:		



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L. Project Information – Please answer ALL applicable questions.

- 1. Has the work begun or has the work been completed? Yes No
 - a. If yes, the project will fall under the After-the-Fact policy. Permit fees will be doubled and any work previously covered must be exposed for inspections.
- 2. Will the project be completed/ occupied at different times or in multiple phases? Yes No
 - a. If yes, you will need to submit separate applications for each phase.
- 3. Does the work impact the fire sprinkler system? Yes No Not Applicable
- 4. Will the project include a pool? Yes No
 - a. If yes, a pool will require a separate permit.
- 5. Are you adding insulation? Yes No
 - a. If so, please provide the number of residential units you are insulating. _____

ELECTRICAL: Which of the following best describes the proposed work?

- New Service* Service Change (same size) Temporary Service Re-wire
- Change in location of existing meter/panel Service Size Upgrade*

*When a new service is installed, the new utility power line MUST be installed underground to comply with LUMO Section 5.12.2. Repairs and maintenance work are exempt from this requirement and do not have to be moved below grade.

- 1. How many existing or new panels are associated with the electrical work? _____
- 2. Service Size (amps): _____
- 3. Power Company Service Provider: Duke Energy Duke Progress Piedmont Electric
Other: _____
- 4. Does the proposed work include a generator? Yes No
 - a. **If yes, please complete section D of the application.** You will also need to provide a site plan that shows the location of the generator on the property and the dimensions of a concrete pad, if included.
- 5. Is temporary power needed for the project? Yes No
 - a. If yes, please complete the Temporary Power application and include it with your permit submittal.

MECHANICAL: Please check all that apply and specify the number for appliances/units.

- Duct work Gas Line Geothermal System Hood
- Heat Pump(s)/Gas Pack(s): _____ Air Handlers (AHU): _____ Exhaust Fan(s): _____
- Condenser(s): _____ Package Unit(s): _____ Gas Stove(s): _____ Fireplace(s): _____
- Split System (Coil and Condensing Unit): _____ Split System (Coil Only): _____
- Split System (Condensing unit only): _____ Mini-split: _____ Other appliances*: _____

*Appliances includes, but is not limited to: AC units, gas furnaces, electric furnace, air handler units, condensers, coils, chillers, humidifiers, etc.



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PLUMBING: Please check all that apply and answer all applicable questions.

Gas Water Heater: _____ Electric Water Heater: _____

Tankless Gas Water Heater: _____ Tankless Electric Water Heater: _____

1. Indicate proposed # of plumbing fixtures/ connections: _____
2. Are you installing a backflow preventer? Yes No
3. Are you installing or repairing an irrigation system? Yes No
4. Will there be a new water connection? Yes No
5. Will there be a new sewer connection? Yes No
6. What is the source of water for the house? Septic Well OWASA
7. Are you replacing any pipes? Yes No
 For the entire building/unit? Yes No

The applicant certifies that he/she is the Property Owner or does truly represent the Property Owner; he/she is authorized to submit this application; that all required documents are included and the information is correct; and the work shall comply with the State Building Codes and all other applicable State and local laws. The applicant agrees to notify the Building & Development Services Department of any changes to the approved application and plans prior to implementing the changes. The applicant understands that knowingly providing false information on this application is subject to civil and criminal prosecution resulting in revocation of the permit. The applicant accepts responsibility for any damage to public improvements including, but not limited to streets, curbs, sewer, or other utility lines. By signing my name below or providing an authenticated electronic or digital signature (such as is provided through services like DocuSign or Dotloop), I attest that the information provided is true and valid to the best of my knowledge.

Applicant's Signature: _____ **Date:** _____

Print Name and title: _____

Company (if applicable): _____

Relationship to Property Owner: **Self** **Licensed General Contractor** **Non-licensed contractor**
 (project does not exceed \$30,000) **Other (explain)** _____

OFFICE USE ONLY: PERMIT FEE TOTALS			
Admin Fee:	Paid:	Remaining Building:	Homeowner Recovery:
Zoning Fee:	Paid:		
Driveway:	Paid:	Insulation:	Electrical:
Plumbing:	Mechanical:	Recycling:	Other:
Total Permit Fees:		Total Due at Issuance:	
\$ _____		\$ _____	



Orange County Solid Waste Management Recyclable Material Permit Application

(Applies to the Town of Carrboro, Town of Chapel Hill, Town of Hillsborough and rural Orange County)
For additional information go to our webpage at <http://orangecountync.gov/recycling>



Please read and understand the following terms:

- A Recyclable Material (RM) Permit is required for all projects and is tied to the issuance of your building or demo permit.
- ***Incomplete and/or unsigned and dated RM permit applications will not be considered & will be returned resulting in a delay of the issuance of your building or demolition permit.***
- The permit applies only to the project listed below and is valid for as long as the related building or demo permit is active.
- ***Not following permit conditions is a violation of the Regulated Recyclable Materials Ordinance (RRMO) and may result in criminal or civil penalties and may result in the loss of Recyclable Material Collector's License, if applicable.***
- A collector's license is required for hauling regulated construction & demolition debris in vehicles larger than 9,000 lbs. GVW. For additional information on hauler licensing see our web-page at: <http://orangecountync.gov/recycling>.
- ***All structures 500 SF or larger that will be demolished require a deconstruction assessment BEFORE the demo permit can be issued. Contact Orange County Solid Waste Enforcement staff at 919-968-2788 to arrange for the assessment.***
- Regulated material management requirements include:
 1. **Clean wood waste** (not painted, stained, treated), **scrap metal**, and **corrugated cardboard** must be recycled and cannot be landfilled. Facilities exist at the Orange County C&D Landfill to recycle these materials at reduced or no tip fee so long as they are kept separate and can be off-loaded separately by the hauler. **If the materials are comingled together, a penalty of double the tip fee will apply since we do not have the ability to separate them out.**
 2. Certified C&D material reclamation facilities (MRF's) may be used as an alternate to source separation or bringing them to the Orange County C&D landfill. **For a current list of certified facilities, please contact the Enforcement Officer of Orange County Solid Waste Management at 919-968-2788.**
 3. ***C&D materials may not be disposed of through burning.***
 4. Land clearing inert debris (LCID; vegetative debris) cannot be burned and may be brought to the Orange County C&D landfill for recycling at reduced tip fees (currently \$18/ton).
 5. Appliances and tires are banned from all landfills in NC and facilities exist at the Orange County C&D landfill for recycling these items at reduced tip fees.
- *Solid Waste enforcement staff may enter the job site to observe if any regulated recyclable materials are being placed in waste containers with other C&D waste materials and if so, a Verification Tag will be placed on the container which must be given to the scalehouse operator at the certified facility where the container must be taken.*
- The RM permit shall be kept on the job and in the permit box for the duration of the project.
- **For questions contact the Enforcement Officer at Orange County Solid Waste at 919-968-2788.**

I have read, understand, and agree to comply with the terms of the Recyclable Material Permit:

X _____ Date: _____

Applicant Information:

Project address: _____ PIN #: _____

Applicant: _____ Owner: _____

Project Address: _____ Owner Address (If different): _____

Contact #: _____ Contact # _____

Job Summary: _____

Check method of waste collection & hauling you will use:

Check method of waste collection & hauling you will use:

Check here if HOMEOWNER is HAULING (self-hauling)

Check here if JOBSITE SEPARATION OCCURS AND MATERIALS DELIVERED TO MARKET

Check here if BUILDER/CONTRACTOR is HAULING. Builder/contractor may need to be licensed. (Contact the Enforcement Officer at Orange County Solid Waste at 919-968-2788 for guidance) ***Builder or contractor hauling is NOT self-hauling.***

Check here if HAULING to a Certified Facility

Check here if using a LICENSED HAULER AND PROVIDE COMPANY NAME: _____

FOR OFFICE USE ONLY

Approved by: _____ Date: _____



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Lien Agent Exemption Attestation Statement

I _____ hereby confirm that I am the owner of and do occupy the residence located at

By signing my name below or providing an authenticated electronic or digital signature (such as is provided through services like Docusign or Dotloop), I attest that the information provided is true and valid to the best of my knowledge.

Signature: _____ Date: _____



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AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE
N.C.G.S. 87-14

The undersigned applicant for Building Permit _____ being the:
(Property Street Address)

Contractor Owner Officer/Agent of the Contractor or Owner

Do hereby aver under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:

has/have three (3) or more employees and have obtained workers' compensation insurance to cover them,

has/have one or more subcontractor(s) and have obtained workers' compensation insurance to cover them,

has/have one or more subcontractors who has/have their own policy of workers' compensation covering themselves,

has/have not more than two (2) employees and no subcontractors,

while working on the project for which this permit is sought. It is understood that the Inspection Department issuing the permit may require certificates of coverage of workers' compensation insurance prior to issuance of the permit and it may at any time during the permitted work from any person, firm or corporation carrying out the work. By signing my name below or providing an authenticated electronic or digital signature (such as is provided through services like DocuSign or Dotloop), I attest that the information provided is true and valid to the best of my knowledge.

Firm Name: _____

Signed By: _____

Print Name: _____ Date: _____

Title: _____



Temporary Electrical Power Form

Electrical Approval: _____

Permit Number: []

Expiration Date: _____

Property Address: _____

Electrical Contractor of Record: _____

TEMPORARY POWER EXPIRES 60 DAYS FROM THE DATE OF APPROVAL BY THE INSPECTOR.

Describe portions of the electrical, mechanical, and plumbing systems to be energized; its intended use and duration (include total number of units and unit numbers for multi-family projects):

The following are the expectations and minimum requirements to obtain temporary power.

North Carolina Electrical Code Administration - Section 10.8 Temporary Power

10.8.1 Scope. The provisions of this section apply to the utilization of portions of the wiring system within a building to facilitate construction.

10.8.2 Provisions for Temporary Power. The Code Enforcement Official shall give permission and issue a permit to energize the electrical service when the provisions of 10.8 and the following requirements have been met:

- 1) The service wiring and equipment, including the meter socket enclosure, shall be installed, the service wiring terminated, and the service equipment covers installed.
2) The portions of the electrical system that are to be energized shall be complete and physically protected. (Protection will be approved by the Electrical Inspector.)
3) The grounding electrode system shall be complete.
4) The grounding and the grounded conductors shall be terminated in the service equipment.
5) At least one receptacle outlet with ground fault circuit interrupter protection for personnel shall be installed with the circuit wiring terminated.
6) The applicable requirements of the North Carolina Electrical Code apply.

10.8.3 Uses Prohibited. In no case shall any portion of the permanent wiring be energized until those portions have been inspected and approved by an Electrical Code Enforcement Official. Failure to comply with this section may result in disconnection of power or revocation of the permit.



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10.8.5 Security and Notification. The applicant shall maintain the energized electrical system or that portion of the building containing the energized electrical system in a secured and locked manner or under constant supervision to exclude unauthorized personnel. The applicant shall alert personnel working in the vicinity of the energized electrical system to its presence.

Town of Chapel Hill Specific Requirements

Prior to approval, verify that the following are complete:

- All outstanding permit fees, re-inspection fees, and the temporary power fee must be paid in full.
- All windows and doors must be installed and secured.
- For commercial construction, the **SHELL** of the building(s) must be complete **and** safe to connect power to with the safety of the building being approved by the Electrical Inspector.
- For commercial construction, approval received for the Life Safety elements from the Chapel Hill Fire Marshal's office.

Having affixed my signature to this document below, I/we, hereby agree to the conditions and qualifications under which this Temporary Electrical Power approval is issued and agree to complete this electrical installation in accordance with all applicable laws and within the allotted time period listed above or, I/we, agree to apply for additional time. I/we, understand that failure to comply with this procedure will result in the disconnection of current power and the applicant making the request for Temporary Electrical Power will hereby assume all liability for damage which may occur due to the electrical power being disconnected. **You are hereby informed that temporary power is not for the purpose of occupancy and the final building approval has not been obtained. Final power will not be released and the building cannot be occupied in any way before a Certificate of Occupancy/ Compliance is issued. Failure to comply with this provision will subject the violator to enforcement proceedings pursuant to NCGS 160A-423.**

By signing my name below or providing an authenticated electronic or digital signature (such as is provided through services like Docusign or Dotloop), I attest that the information provided is true and valid to the best of my knowledge.

Electrical Contractor's Signature: _____ **Date:** _____

Print Name: _____

Fire Inspector Approval: _____ **Date:** _____
(If required)

OFFICE USE ONLY	
Temporary Power Fee:	Paid: