

CODE ENFORCEMENT

A complaint form is available online at tinyurl.com/olj5lez.

- Email to codeenforcement@townofchapelhill.org or
- Submit the form in person to the Development Services Desk, located on the First Floor of Town Hall at 405 Martin Luther King Jr. Blvd. Chapel Hill, NC 27514

Please direct all questions to codeenforcement@townofchapelhill.org or the Inspections Division by phone at 919-968-2718.

APPLICATIONS AND RESOURCES

Permit applications are available on the Town website at tinyurl.com/px8sw2r.

You can also visit our webpage for:

- Details about when specific permits are required
- Application forms
- Fee schedule
- Estimated review times
- And more

Payments

In Person: Revenue Collector located on 1st Floor in Development Services

By Phone: 919-968-2759

HOW TO REACH US

The Development Services Desk and Revenue Office are located on the 1st Floor of the Town Hall across from the Council Chambers. The hours are Monday-Friday 8:30-5:00

405 Martin Luther King Jr. Blvd.
Phone: 919-969-5066 (Planning)
919-968-2718 (Inspections)

Have a question about your inspection? Here's who to call:

Position	Name	Office
Chief Building Inspector	Robert Key	Office: 919-969-5042 Mobile: 336-459-8797
Building Inspector	James Crouch	Office: 919-308-3731 Mobile: 919-698-0037
Building Inspector	Coming soon	Coming soon
Senior Electrical Inspector	Van Bennett	Office: 919-969-5039 Mobile: 919-730-8327
Senior Mechanical Inspector	Ray Pulliam	Office: 919-969-5044 Mobile: 919-308-5039
Senior Plumbing Inspector	Luther Nash	Office: 919-969-5038 Mobile: 919-695-5684
Code Enforcement Officer	Warren Lipscomb	Office: 919-968-2721 Mobile: 919-485-9264

Contact us: all staff emails and office numbers are on our website.

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DEVELOPMENT SERVICES AND INSPECTIONS



Town Hall, First Floor
405 Martin Luther King Jr. Blvd
919-969-5066 (Planning)
919-968-2718 (Inspections)

OUR MISSION: CHAPEL HILL IS A SAFE PLACE TO LIVE. CHAPEL HILL IS A GOOD PLACE TO BUILD.

Opening a business?

If you're thinking of starting a business or changing your building in Chapel Hill, come talk to us before you make any final decisions.

Did you know some of these activities require permits?

- Signs
- Electrical, plumbing and mechanical/ventilation changes
- Changes to parking
- Additions and land clearing
- A change from one type of use to another (restaurant to office, for example)
- Interior renovations and upfits

This is not a complete list, so please come talk to us – we can help you

Working out of your home?

A Home Occupation Permit may be required. Learn more by visiting our Development Services Desk at Chapel Hill Town Hall, 405 Martin Luther King Jr. Blvd.



Own a house? Thinking of buying or selling a house?

When in doubt, give us a call.

You may be surprised to know that some work, such as sheds, decks, remodels and roof replacements may require a permit.

Unpermitted work can be a headache for you and for your buyer or seller.

Our goal is to help you make informed decisions before you make a commitment to a construction or remodeling project.

After the Fact permit fees are double regular fees, so we encourage you to ask your contractor if they are aware of our requirements.

Residential Work

The Residential-Zoning Building Permit is currently being used for all single family and two family construction permitting. *

** We are working to simplify the process for small projects which may involve adjustments to the permit applications currently being used.*

- Requirements for Residential Zoning Building Permits: tinyurl.com/n3h65kg
- Scope of Work for Residential Zoning Building Permits and Sub Permits: tinyurl.com/kbvkv72
- Drainage requirements for Single Family/Two Family Projects: tinyurl.com/kzl7tn4

Learn more by visiting the Planning Department's web pages at www.townofchapelhill.org/planning.

Are you in a Special Protection Area? Special considerations will apply.

- Historic Districts
- Neighborhood Conservation Districts
- Flood Plain
- Jordan Buffer
- Resource Conservation District



What else should I know?

We are here to help you.

We encourage you to come in and discuss your project with one of our staff members. Our goal is to work with you to make sure you understand the requirements, your options, and to ensure a smooth process for your project.

You can also visit our webpage for:

- Guide to opening a business in Chapel Hill
- How to schedule an inspection
- Certificate of Occupancy requirements
- Special Event and Temporary Sales
- And more.

Inspections Information

Forms and policies: tinyurl.com/p5og8tf

Procedures: tinyurl.com/lweacyx

CO requirements: tinyurl.com/nb289qb

Call in Inspections to 919-968-2718, have permit number ready

Inspectors walk-in hours: Monday–Friday from 8:30–9:30am by appointment or walk-in

Chief Building Inspector's walk-in hours: Tuesday and Thursday 8:30–10:30am only