

Memorandum

To: All Residential Permit Applicants
From: Chelsea Laws, Director, Building and Development Services Department
Date: August 19, 2019
Re: Moratorium on Residential Plan Review Services effective August 15, 2019

The purpose of this memo is to make you aware of an immediate change to the residential plan review process with the Town of Chapel Hill Building and Development Services Department. There will be a temporary moratorium on detailed residential plan review in effect for all residential permit applications received after August 15, 2019 due to an increased volume of applications. The requirement to obtain a zoning review and approval will not be affected by this change and will still be required on all applicable projects. This also does not apply to residential swimming pools. This change also does not change the documentation required for a permit submittal. All supplemental documentation and applicable engineering (letters, plans, drawings, etc) will still be required at submittal. *While residential building plan review is temporarily suspended, zoning plan review, building permits and both zoning and building inspections are still required.*

The Town of Chapel Hill Building & Development Services Department offers detailed residential plan review services to all applicants. While this review is required by the State of North Carolina for all commercial projects, it is optional for residential projects. The great majority of NC municipalities offer this service. Like other municipalities, the Town of Chapel Hill offers this service because we realize that construction is already a big expense to embark upon and it is more valuable to know early in the process if the proposed plan meets code. Knowing up front greatly reduces the issues that result in costly repairs during the construction process. We plan to resume this service as soon as feasibly possible.

All plans received after August 15, 2019, will receive a “stamp” indicating that plan review was not completed and that it will be the responsibility of the applicant to make sure that all proposed work is compliant with the 2018 NC Residential Code. Field inspectors will continue to note deficiencies and indicate areas that are not code compliant. It will be the sole responsibility of the applicant to make the necessary changes in the field to bring the work to a code state.

Online resources have been provided to include:

- Link to the 2018 NC Residential code- <https://codes.iccsafe.org/content/NCRC2018>
- Deck Code- Appendix M- <https://codes.iccsafe.org/content/NCRC2018/appendix-m-wood-decks>