



**COMPLETE ALL APPLICABLE SECTIONS OF THE APPLICATION**

**Building & Development Services**  
 405 Martin Luther King Jr Blvd Chapel Hill, NC  
 Phone: 919-968-2718  
 Email: [permits@townofchapelhill.org](mailto:permits@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"> <li>Impervious surface (ISA) less than 500sqft</li> <li>Land Disturbance (LD) less than 1,500sqft</li> <li>No grading</li> </ul>	<ul style="list-style-type: none"> <li>ISA from 500sqft to 1,500sqft</li> <li>LD of 1,500sqft to 5,000sqft</li> <li>Grading or new foundation</li> <li>In or near a Special Protection Area (NCD, RCD, HD, Jordan Buffer)</li> </ul>	<ul style="list-style-type: none"> <li>ISA greater than 1,500sqft</li> <li>LD greater than 5,000sqft</li> <li>In or near a Special Protection Area (NCD, RCD, HD, Jordan Buffer)</li> </ul>
<b>Examples:</b> Decks/porches, patios, sunrooms, etc.	<b>Examples:</b> Small additions, new accessory dwelling units, etc.	<b>Examples:</b> Houses, large additions, hardscape/grading, pools, etc.

	Required Documents	Zoning Fee Exempt	Minor Zoning	Regular Zoning
<b>Time Frames for Zoning Review</b>		Same day	Up to 5 business days	5 business days
	Permit Application	✓	✓	✓
	Plan (see <a href="#">Zoning Review Checklist</a> for details)	Simple Site Plan	Detailed Site Plan	Sealed Site Plan
	Water/Sewer Service Confirmation		✓	✓
	Elevation Drawings		✓	✓
	Driveway Application (new construction, new driveways, etc.)			
<b>Stream Determination:</b> For properties in or near the Resource Conservation District (RCD).				
<b>Historic District:</b> 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.
<a href="#">Recyclable Materials Form</a>	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.
<a href="#">Workers' Compensation Affidavit</a> 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.
Confirmation of Lien Agent appointment	For renovations, remodels, repairs, new construction, etc. with a cost of \$30,000 or more. Appointments can be made at <a href="http://www.liensNC.com">www.liensNC.com</a> .
<a href="#">Lien Exemption Form</a>	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.
<a href="#">Owner Exemption Affidavit</a>	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:**

Code Official Approval: \_\_\_\_\_

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

**B. Provide a detailed description of ALL proposed work for all trades. Include location of work.**

Total Cost of Project: \$

[Large empty box for detailed description of work]

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C. Types of Work			
<b>Trade Work Only (for installations of heating/cooling equipment, generators, and all other trade only work):</b>			
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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<b>G. General Contractor</b>		<b>Same as Property Owner</b>
<b>Name:</b>		<b>NC License #:</b>
<b>Address:</b>		
<b>Email:</b>		<b>Phone:</b>
<b>Total cost of building work:</b>		
<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 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>		

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

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

<b>J. Plumbing Contractor</b>		<b>Same as Property Owner</b>
<b>Name:</b>		<b>NC License #:</b>
<b>Address:</b>		
<b>Email:</b>		<b>Phone #:</b>
<b>Total cost of plumbing work:</b>		

<b>K. Electrical Contractor</b>		<b>Same as Property Owner</b>
<b>Name:</b>		<b>NC License #:</b>
<b>Address:</b>		
<b>Email:</b>		<b>Phone #:</b>
<b>Total cost of electrical work:</b>		



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**PLUMBING: Please answer all applicable questions.**

# of Gas Water Heaters: \_\_\_\_\_ # of Electric Water Heaters: \_\_\_\_\_

# of Tankless Gas Water Heaters: \_\_\_\_\_ # of Tankless Electric Water Heaters: \_\_\_\_\_

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?                      Well                      OWASA
7. Does the house have a septic tank?                      Yes                      No
8. 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 Adobe, 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)** \_\_\_\_\_

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