



**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](mailto:permits@townofchapelhill.org) or [zoning@townofchapelhill.org](mailto: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"> <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
	<b>Permit Application</b>	✓	✓	✓
	<b>Plan (see <a href="#">Zoning Review Checklist</a> for details)</b>	Plot Plan	Detailed Site Plan	Sealed Site Plan
	<b>Water/Sewer Service Confirmation</b>		✓	✓
	<b>Elevation Drawings</b>		✓	✓
	<b>Driveway Application</b> (new construction, new driveways, etc.) Contact Staff at 919-969-5040.			
	<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
	<b>Permit Application</b>	Required for all applications. Complete all applicable fields.
	<b>Recyclable Materials Form</b>	For renovations, remodels, repairs, new construction, demolition, etc. for properties in Orange County.
	<b>Electronic Construction Plans</b>	For renovations, remodels, repairs, new construction, demolition, etc. Plans must be legible and show all proposed structural details.
	<b>Workers' Compensation Affidavit and COI</b>	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.
	<b>Lien Agent Information</b>	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> .
	<b>Lien Exemption Form</b>	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.
	<b>Owner Exemption Affidavit</b>	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>.



**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](mailto:permits@townofchapelhill.org) or [zoning@townofchapelhill.org](mailto:zoning@townofchapelhill.org)

**Town of Chapel Hill Residential Permit Application**

Zoning Approval: \_\_\_\_\_

**Permit Number:**

Building Approval: \_\_\_\_\_

<b>A. Property and Owner Information</b>	<i>Single Family</i>	<i>Two Family</i>	<i>Townhouse</i>
<b>Property Address:</b>			
<b>Owner Name:</b>			
<b>Owner's Address:</b>			<b>Same as Property Address</b>
<b>Email:</b>			<b>Phone:</b>
<b>Zoning District:</b>			
<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>B. Provide a <u>detailed</u> description of <u>ALL</u> proposed work for all trades. Include location of work.</b>
<b>Total Cost of Project: \$</b>

[Large empty box for detailed description of work]

**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](mailto:permits@townofchapelhill.org) or [zoning@townofchapelhill.org](mailto:zoning@townofchapelhill.org)

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			
<b>Total:</b>			
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.

**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](mailto:permits@townofchapelhill.org) or [zoning@townofchapelhill.org](mailto:zoning@townofchapelhill.org)

<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 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>		

<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. 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>		

<b>K. 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>		



**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](mailto:permits@townofchapelhill.org) or [zoning@townofchapelhill.org](mailto:zoning@townofchapelhill.org)

**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.



**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](mailto:permits@townofchapelhill.org) or [zoning@townofchapelhill.org](mailto:zoning@townofchapelhill.org)

**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)** \_\_\_\_\_

<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>Insulation:</b>	<b>Electrical:</b>
<b>Plumbing:</b>	<b>Mechanical:</b>	<b>Recycling:</b>	<b>Other:</b>
<b>Total Permit Fees:</b>		<b>Total Due at Issuance:</b>	
\$ _____		\$ _____	