

DOCUMENTS REQUIRED TO OBTAIN COMMERCIAL BUILDING PERMITS

The following information will be needed to process your application

- 1) **A completed copy of the commercial building permit application. Include the following:**
 - (a) Signatures from all contractors: building, electrical, plumbing, mechanical & fire protection
 - (b) Type of use/occupancy
 - (c) Cost for project.
- 2) **Three (3) sets of plans** are required to be submitted to Building Inspections for review for all new construction, additions, renovations, repairs, restorations or moving of buildings
- 3) If you are in Orange County's zoning jurisdiction and fire protection systems are required for your project please submit (1) full size set of plans and (2) half size sets of plans for alarm & sprinkler systems review by the Orange County Fire Marshal. A set of *building* plans may be submitted w/the (3) sets of plans that are required for Building Inspections and will be forwarded to the Orange County Fire Marshal for his review. **** Please provide a copy of the approved plans on a CD after all revisions have been made/approved.**** Please **see/complete item #5 in the application regarding plan submittal requirements for fire protection systems.** The required building permit plans and fire protection system plans must be ***submitted and approved before*** the building permit may be issued. Please provide license numbers and info for all fire protection contractors on the contractor info page of the permit application:
 - (a) If you are in the Town of Hillsborough's zoning jurisdiction, contact Jerry Wagner, Hillsborough Fire Marshal, at 919-241-4801 about the plan submittal requirements/fees for his department.
 - (b) If you are converting or changing the use/occupancy of a building, you will need to provide the floor plans of the existing facility and proposed floor plans for the facility with the rooms labeled by use (to scale), as above for County and Town of Hillsborough projects.
 - (c) If your project exceeds \$90,000 or exceeds 2500 sq. ft. the plans must be sealed plans. (General Statute requires that plans that are submitted bear the seal of a registered design professional and include the name and address of the business entity with whom the registered design professional is affiliated.) If you are unsure of whether you will need sealed plans, please contact the Inspections Division for assistance.
 - (d) **ASBESTOS**: The Health Hazards Control Unit (HHCU) of the NC Department of Health & Human Services, Division of Public Health, requires by law, notification of demolition/renovations to existing buildings even if no asbestos is present in the building. Please review the guidelines for asbestos in relation to demolition/ renovations for your project at www.epi.state.nc.us/epi/asbestos/ahmp.html and supply a copy of the asbestos report to Building Inspections for the permit file.
- 4) Zoning permit/site plan approval from the Town of Hillsborough or the Orange County Planning Department.
- 5) A completed Affidavit of Workers Compensation Coverage of Proof of Workman's Compensation Insurance must accompany application if applicable.
- 6) Recyclable material Permit Application .
- 7) If the project is on a septic system, authorization from Environmental Health is required.
- 8) Plan review submittal to Environmental Health for projects involving food handling operations, day cares, lodging, etc. (If you are unsure whether this requirement applies to your project, please contact Environmental Health at #919-245-2360

When required, Appendix B must be completed and placed on the building plans.

Required for All Projects

**ORANGE COUNTY
CENTRAL PERMITTING**
131 W. Margaret Ln., Hillsborough, NC 27278



**GENERAL INFORMATION
SHEET**

BUILDING INSPECTIONS
Phone: 919-245-2600
FAX: 919-644-3347

ENVIRONMENTAL HEALTH
Phone: (919) 245-2360
FAX: (919) 644-3006

DATE: _____ **PIN #** _____

Project Address / Location: _____

Subdivision: _____ **Lot #** _____

Water Supply: Public Water Private Well Community Well

Sanitary System: Public Sewer Private Septic Community Septic DWR

OWNER INFORMATION:

Name: _____

Address: _____

Telephone # _____ Cell #: _____

E-mail address: _____

Signature: _____

APPLICANT INFORMATION: Same As Owner

Name: _____

Address: _____

Telephone # _____ Cell #: _____

E-mail address: _____

Signature: _____

PROJECT DESCRIPTION: _____

For Office Use Only		
CB # _____	IP # _____	CA # _____
Erosion Control # _____	Well Permit # _____	XS# _____

Required for New Construction, Footprint Expansions and Increases in Impervious Surface Area

ZONING PERMIT APPLICATION	DATE: _____
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Proposed Setbacks: Front: _____ Rear: _____ Right Side: _____ Left Side: _____
(Measure perpendicular to the closest property & right-of-way lines. Must match the site/plot plan)

Impervious Surface Coverage: Existing: _____ Proposed: _____ Total: _____
(Please list in square footage the footprint of any structures, driveways (even gravel), sidewalks, barns, storage sheds, etc.)

Existing Structures:

<u>Type/Use</u>	<u>Ground Coverage</u> (sq. ft.)	<u>Total Living Area</u> (sq. ft.)

(If more than (5) existing structures are located on the property, please attach the additional information on a separate sheet.)

Proposed Project: _____

<u>Type/Use</u>	<u>Ground Coverage</u> (sq. ft.)	<u>Total Living Area</u> (sq. ft.)

Total disturbed land area to be cleared or graded: _____ sq. ft.

PLANNING OFFICE USE ONLY

Date Received: _____ Received by: _____

Zoning District: _____ Watershed Overlay: _____ Census Tract: _____

Required Setbacks (in feet): Front: _____ Rear: _____ Right Side: _____ Left Side: _____

Maximum Impervious Surface Allowed: _____ Percent Square Feet _____ OK?: Yes/No

Fire District: _____

Approved/denied for: _____ **By:** _____ **Date** _____

Comments/Additional Information: _____

Erosion Control:
Cane Creek, University Lake, and Upper :Eno Watersheds Only:

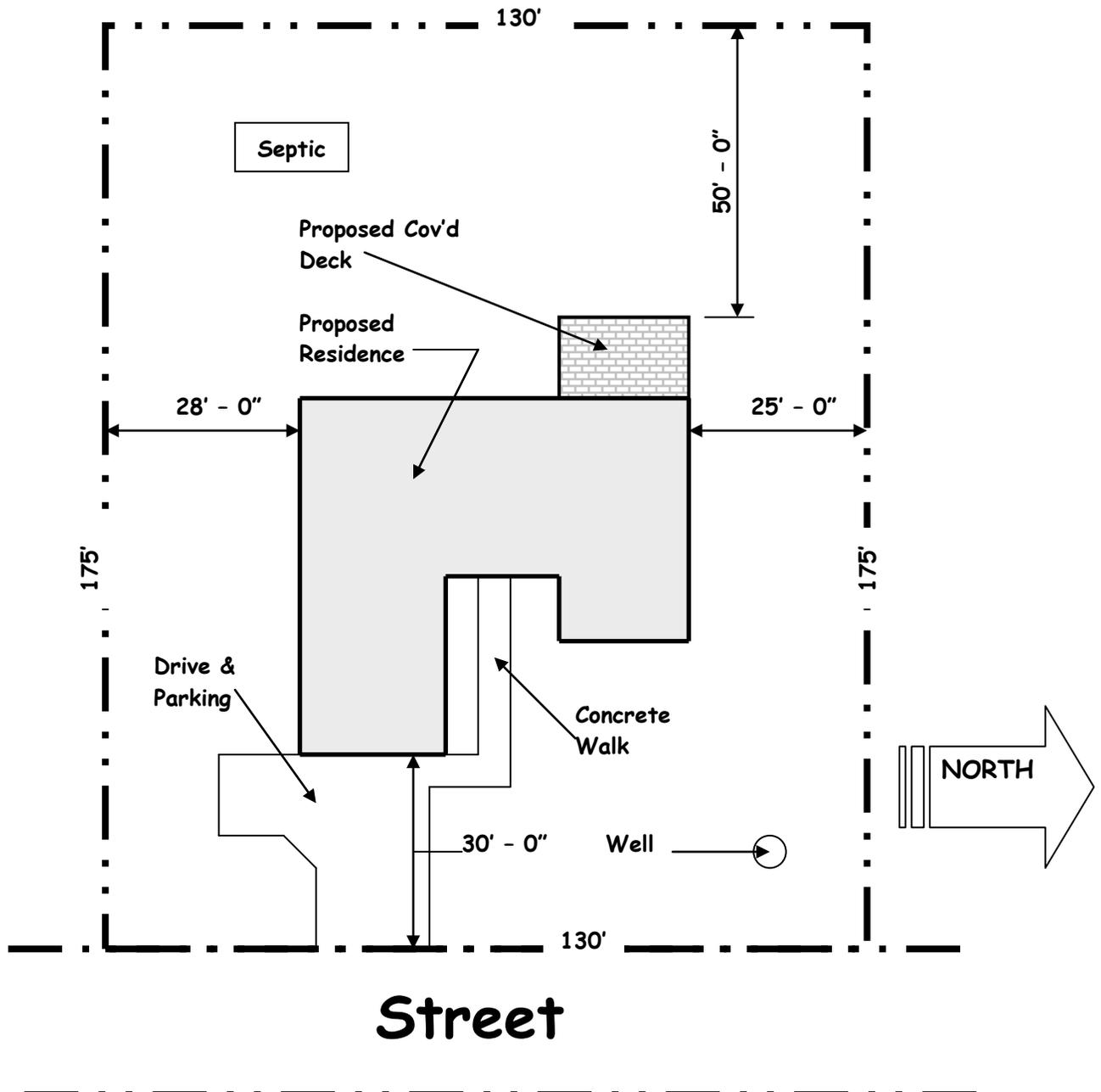
- Project disturbs less than 10,000 square feet and contains no stream buffers, stormwater easements or other problematic conditions. **Waiver issued by** _____ **Date:** _____
- Project disturbs more than 10,000 square feet and/or contains problematic conditions; an Erosion Control Permit is required-hold building permit until such permit is issued.
Building permit released by: _____ **Date:** _____

Required for New Construction, Footprint Expansions and Increases in Impervious Surface Area
Check with the Planning Department to see if your project will require the site plan to be prepared by a licensed surveyor

Example Plot Plan

You need to draw a map of your lot showing the following:

- Property lines and dimensions of the lot
- Existing structures (house, garage, shed, pool, etc.) on the lot
- Proposed structure with the distance from the structure to the property lines. (Measured in feet from the edge of the right-of-way not edge of road)
- North arrow
- Location of streams and creeks
- Location of driveway, parking easements, rights-of-way, utility easements, etc.
- Should be drawn to scale (e.g. 1" = 40')



PROJECT INFORMATION
Please Complete All Applicable Sections

1. Existing Use : _____

Example:
Existing: Mercantile

Proposed Use: _____

Proposed: Institutional

Classification by USE and OCCUPANCY (Determine appropriate classification and check space beside description):

____ **ASSEMBLY Groups A-1, A-2, A-3, A-4 and A-5**

Use of building or structure, or portion thereof, for the gathering of persons for purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation . **A-1** Uses with fixed seating, such as Motion picture theatres, television and radio shows admitting an audience or theaters. **A-2** Uses intended for food and/or drink consumption, such as: banquet halls, nightclubs, restaurants, taverns and bars. **A-3** Uses intended for worship, recreation, or amusement. **A-4** Uses intended for indoor sporting events, with spectator seating. **A-5** Uses intended for participation in or viewing outdoor activities: such as, bleachers, grandstands or stadiums.

____ **BUSINESS**

Use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts.

____ **EDUCATIONAL**

Use of building or structure or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade. Day Care classified as Educational if providing supervision, education or personal care for more than five children but less than 100, older than 2 1/2 years of age, located on the level of exit discharge with exits direct to the exterior.

____ **FACTORY Groups F, F-1, F-2**

F - Use of building or portion thereof for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations not classified as Hazardous Occupancy. **F-1** Moderate-Hazard Occupancy, uses such as Aircraft, Woodworking etc., **F-2** Low-Hazard Occupancy, uses such as manufacturing of nonalcoholic beverages, brick and masonry and ice.

____ **HIGH-HAZARD Groups H-1, H-2, H-3, H-4 and H-5**

Use of building or structure or portion thereof, that involves the manufacturing, processing, generation or storage of materials that contain a physical or health hazard in quantities in excess of those found in Tables 307.7(1) and 307.7(2). Also, see definition of "control area".

____ **INSTITUTIONAL Groups I-1, I-2, I-3, I-4**

Use of a building or structure, or portion thereof, in which people having physical limitations because of health or age are harbored for medical treatment or other care or treatment, or in which people are detained for penal or correctional purposes or in which the liberty of the occupants is restricted. **I-4** Use of building or structure occupied by persons of any age who receive custodial care for less than 24 hours by individuals not related and not in private home of person cared for. Places of worship during religious services not included.

____ **MERCANTILE Group M**

Buildings and structures or a portion thereof, for the display and sale of merchandise, and involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public. Mercantile occupancies shall include, but not be limited to Department Stores, Drug Stores, Markets, Motor Vehicle Service Stations, Retail or Wholesale Stores and Sales Rooms.

____ **RESIDENTIAL Groups R-1, R-2, R-3, R-4**

Use of a building or structure, or a portion thereof, for sleeping accommodations when not classed as an Institutional Group 1. **R-1** residential occupancies where the occupants are primarily transient in nature (less than 30 days) including Boarding Houses (transient) and Hotels (including motels). **R-2** residential occupancies containing more than two dwelling units where the occupants are primarily permanent in nature, including Apartment house, Boarding houses (not transient), Convents, Dormitories, Fraternities and sororities. **R-3** residential occupancies where the occupants are primarily permanent in nature and not classified as R-1, R-2 or I and where buildings do not contain more than two dwelling units, or adult and child care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours. **R-4** residential occupancies shall include building arranged for occupancy as Residential Care/Assisted Living Facilities, or adult and child day care facilities that provide accommodation in a residence occupied as a home by the caregiver for persons of any age for less that 24 house, including more than five but not more than 16 occupants, excluding staff.

____ **STORAGE Groups S, S-1, S-2**

Group **S**, use or building or portion thereof, for storage not classified as a hazardous occupancy. **S-1** Uses for storage such as aerosols, clothing, furniture and motor vehicle repair garages. **S-2** uses of buildings for the storage of noncombustible materials such as products on wood pallets or in paper cartons, glass bottles, alcoholic beverages up to 12%, food products or appliances.

____ **UTILITY AND MISCELLANEOUS**

Buildings and structures of an accessory character and miscellaneous structures not classified in any specific occupancy such as: aircraft hangars, agricultural buildings, greenhouses, tanks, etc.

PROJECT INFORMATION
Please Complete All Applicable Sections

2. Business name _____

3. Project square footages: 1st floor _____ 2nd floor _____ 3rd Floor _____ Mezzanine _____

4. Type of Construction: IA IB IIA IIB IIIA IIIB IV VA VB
 Modular off frame Modular on frame

5. **FIRE PROTECTION:**

Submittal requirements: All design drawings are required to be sealed by a NC licensed professional engineer or a NC licensed Fire Sprinkler contractor as permitted by NC General Statutes. All submittals require (1) full size set of shop drawings & (2) half size sets.

Sprinkler Systems/Standpipe/Fire Pump: Hydraulic calculations and a current (<12 month) water flow test-include fire pump test when applicable

Fire Alarm Systems: Submittals shall comply with current NC State Building Code: Fire Prevention Code

Clean Agent/Dry Chemical/CO2/Inert Gas/AES: A current manufacturer's issued certification for the installer

AST/UST: Cut sheets for tank(s) and MSDS for product

Type of Fire Protection System: New installation Renovation/Modification of Existing Removal Of System

Fire Alarm Sprinkler/Standpipe/Fire Pump AST/UST
 Clean Agent System Dry Chemical System Commercial Cooking System (AES)
 CO2/Inert Gas

Responsibility: The following are responsible for submitting plans, information specifications, etc. that are in compliance with all applicable codes, standards and NC General Statutes: 1) applicant 2) architect 3) engineer 4) owner

Approvals by Orange County Fire Marshal's Office at the time of plan review, even if in error or omission of a specific requirement, do not relieve the aforementioned of responsibility to correct such an error or omission prior to the final inspection and/or acceptance by the Orange County Fire Marshal's Office.

6. **MECHANICAL**

What type of heating/cooling system will be installed?

Gas Natural Gas LP
 Oil Electric Other (specify) _____

How many units? _____

Will commercial ventilation and exhaust system be installed? Yes No (Includes fans, blowers and duct system for removal of dust, gases)

If yes, specify the number of units and type _____

7. **ELECTRICAL**

Name of Power Company serving property: **Piedmont (REA)** **Duke Durham** **Duke Burlington**
(Please circle one)

What type of electrical system is being installed? What is the cost of electrical work? _____

amp phase
 Extend existing wiring
 Adding additional electrical fixtures and/or outlets
 generator: amps KW's
 Service change from _____ amp to _____ amp

Will a temporary electrical service pole be needed (saw service)? Yes No

8. **PLUMBING** adding new fixtures replacing fixtures adding new lines /drains replacing lines/drains

9. What is the total cost of construction for project including labor and materials (exclude cost of land)? _____

Required for All Projects

CONTRACTOR INFORMATION SHEET

**SIGNATURES OF CONTRACTORS REQUIRED.
FAX to Orange County Building Inspections—919-644-3347**

Inspection results will be e-mailed to respective contractor if e-mail address is supplied.

PERMIT NUMBER: _____ **ADDRESS:** _____

CHANGE OF CONTRACTOR (*Written approval required by permit holder*)

General Contractor:

Address _____ City/State/Zip _____

Contact Person _____ E-mail: _____

Contractor Signature: _____

License Number _____

Class _____

Telephone _____

Fax: _____

Electrical Contractor:

Address _____ City/State/Zip _____

Contact Person _____ E-mail: _____

Contractor Signature: _____

License Number _____

Class _____

Telephone _____

Fax: _____

Plumbing Contractor:

Address _____ City/State/Zip _____

Contact Person _____ E-mail: _____

Contractor Signature: _____

License Number _____

Class _____

Telephone _____

Fax: _____

NOTE: SPWP license only allows wiring from pump to pressure switch at tank. Please supply info on licensed electrician that will be wiring switch if not the electrician listed under Electrical Contractor above

Mechanical Contractor:

Address _____ City/State/Zip _____

Contact Person _____ E-mail: _____

Contractor Signature: _____

License Number _____

Class _____

Telephone _____

Fax: _____

NOTE: SPH license only allows wiring from disconnect to HVAC unit. Please supply info on any additional electrical work being performed if other than the electrician listed under Electrical Contractor above

Alarm System Installer:

Address _____ City/State/Zip _____

Contact Person _____ E-mail: _____

Contractor Signature: _____

License Number _____

Class _____

Telephone _____

Fax: _____

Sprinkler System Installer:

Address _____ City/State/Zip _____

Contact Person _____ E-mail: _____

Contractor Signature: _____

License Number _____

Class _____

Telephone _____

Fax: _____

Required for Projects \$30,000 and Above

ORANGE COUNTY BUILDING INSPECTIONS
Daniel H. Bruce, Chief Building Official

(919) 245-2600
(919) 644-3347 (FAX)
www.co.orange.nc.us



131 West Margaret Lane
Suite 101
Hillsborough,
North Carolina, 27278

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

The undersigned applicant for Building Permit # _____ being the

- _____ 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 covering them,
- _____ has/have one or more subcontractor(s), who has/have their own policy of workmen's 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 Inspections Department issuing the permit may require certificates of coverage of workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Firm name: _____

By: _____

Title: _____

Date: _____

Required for Projects \$30,000 and Above

ORANGE COUNTY BUILDING INSPECTIONS
Daniel H. Bruce, Chief Building Official



(919) 245-2600
(919) 644-3347 (FAX)
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131 West Margaret Lane
Suite 101
Hillsborough,
North Carolina, 27278

MECHANICS' LIENS

Effective April 1, 2013

In accordance with North Carolina General Assembly Session Law 2012-158, inspections offices are not allowed to issue any permit where the project cost is \$30,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence **OR** the property owner has designated a lien agent and provided the inspections office with the information below.

Name of Lien Agent _____

Mailing address of Agent _____

Physical address of Agent _____

Telephone _____ Fax _____

Email of Agent _____

Name of Person Completing Form _____

Signature of Person Completing Form _____

Address of Property _____

Date Signed _____

This information will be part of the building permit on file in the Inspections Division and a copy will be attached to the building permit placard. The applicant is required to post a copy on the property.

Excerpt from North Carolina G.S. 153A-357 and 160A- 417:

“(Effective April 1, 2013) No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued.”

For more information go to: www.liensnc.com

READ if Owner/Contractor

**ORANGE COUNTY BUILDING INSPECTIONS
131 W Margaret Lane, Suite 101
HILLSBOROUGH, NORTH CAROLINA 27278**



**Affidavit in Support of Exemption
From
General Contractor Licensing Requirements**

Section 1 of Article 1 of Chapter 87 of the North Carolina General Statutes provides as follows:

For the purpose of this Article any person or firm or corporation who for a fixed price, commission, fee, or wage, undertakes to bid upon or to construct or who undertakes to superintend or manage, on his own behalf or for any person, firm, or corporation that is not licensed as a general pursuant to this Article, the construction of any building, highway, public utilities, grading or any improvement or structure where the cost of the undertaking is thirty thousand dollars (\$30,000.00) or more, or undertakes to erect a North Carolina State Building Code (unless exempted by G.S. 87-1), shall be deemed to be a 'general contractor' engaged in the business of general contractor contracting in the State of North Carolina.

This section shall not apply to persons or firms or corporations furnishing or erecting industrial equipment, power plan equipment, radial brick chimneys, and monuments.

This section shall not apply to any person or firm or corporation who constructs or alters a building on land owned by that person, firm or corporation provided that such building is intended solely for occupancy by that person and his family, firm or corporation after completion; and provided further that, if such building is not occupied solely by such person and his family, firm, or corporation for at least 12 months following completion, it shall be presumed that the person, firm, or corporation did not intend such building solely for occupancy by that person and his family, or corporation.

This section shall not apply to any person engaged in the business of farming who constructs or alters a building on land owned by that person and used in the business of farming, when such building is intended for use by that person after completion.

Required if Owner/Contractor and Project Cost is \$30,000 or above

**ORANGE COUNTY BUILDING INSPECTIONS DIVISION
Daniel H. Bruce, Chief Building Official**



**OWNERS EXEMPTION AND GENERAL CONTRACTORS LICENSE EXEMPTION AFFIDAVIT
G.S. 87-14(a)(1)**

I, _____, hereby claim an exemption from licensure under G.S. 87-1(b)(2)
(Print or Typed name)
to build/alter/demolish a _____

located at _____

I also hereby certify to all of the following:

- YES NO
1. I own the land on which the building will be constructed or altered.
- OR
- I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation: _____)
2. I intend to personally occupy the building for 12 consecutive months following completion of the construction and issuance of the Certificate of Occupancy. Additionally, I understand that if I do not do so, it creates the presumption under law that I fraudulently secured the permit.
3. I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina including but not limited to: scheduling of inspections and making sure that all corrections are made; contract and directly paying for all phases of construction; paying all fees and bills.
4. I will be personally present for all inspections required by the North Carolina State Building Code and Orange County Building Inspections, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.
5. I have not hired nor will not hire any unlicensed individual or company to perform any electrical, mechanical or plumbing work on this project.
6. I understand that I will be responsible for knowing the laws and regulations of the N.C. State Building Codes and Orange County Code Enforcement.

I understand that a copy of the AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S. 87-a(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building Construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

Signed

Date

Sworn to (or affirmed) and Subscribed before me
This _____ day of _____, 20 _____

Signature of Notary Public

Printed Name of Notary Public

My Commission Expires _____

(Notary Stamp or Seal)

(NOTE: It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law – G.S. 14-209)



Erosion Control and Pre Approval Requirements for Land-disturbing Activities

FAQs

1) Is single-family residential exempt from Erosion Control requirements?

- No. The Ordinance makes no mention of "Residential" or "Commercial", only Land-disturbing activity.

2) How much may I clear or grade without requiring an Erosion Control Plan and a Land-disturbing permit?

- In general, a disturbance of less than 20,000 square feet does not require a pre-approved Erosion Control plan and land-disturbing permit. However, if you are in the University Lake, Cane Creek or Upper Eno Watershed, the Planning Department's Erosion Control Division reviews any proposed disturbance.

3) I am in the one of those Watersheds. What do I do?

- Your Building Permit Application notes amount of disturbance, watershed, stream buffers and related information. If your project disturbs less than 10,000 square feet (roughly ¼ of an acre) AND has no stream buffers, stormwater easements or similar complicating factors, Erosion Control staff may grant a **Waiver**.
- The Owner (or Applicant) must sign the Waiver to expedite the review process (Waiver included in the application packet). If you are not sure what watershed you are in, our software will recognize a Protected Watershed PIN number and automatically generate a Waiver form for you to sign when you submit your Application. *No fees will be charged nor are additional pre approval of Erosion Control required for waivers.*

NOTE: This is NOT an exemption from the requirements of the Unified Development Ordinance, rather a judgment call by Staff allowed under the Ordinance that your project will not adversely affect University Lake, Cane Creek or the Upper Eno Watersheds or their tributaries.

4) I plan to disturb more than 10,000 square feet in a protected Watershed.

- Disturbance of more than 10,000 square feet will require pre-approval from Erosion Control.
- Fill out the Application for Erosion Control and Statement of Financial Responsibility, pay the fees and submit an erosion control plan to the Erosion Control Division.

5) I plan to disturb more than 10,000 square feet, but not in a Protected watershed.

- Outside of the three protected Watersheds, the threshold for land-disturbance requiring pre-approval from Erosion Control rises to 20,000 square feet.
- If you are NOT in a Protected Watershed and are NOT exceeding 20,000 square feet of disturbance, then no application or pre-approval by Erosion Control is required.
- Any disturbance of 20,000 square feet or more requires pre approval by Erosion Control.

6) Historical Note:

- Staff recommended that the same protections enjoyed by University Lake since December 30, 1975 be extended to the Cane Creek (Town of Chapel Hill & Carrboro) and Upper Eno Watersheds (Town of Hillsborough's reservoir). On June 27, 2002 the Board of County Commissioners voted to approve Staff recommendations. All three of the County's Protected Watersheds now have uniform Erosion Control requirements and protections.

Contact the Erosion Control Division at (919) 245-2586 for assistance.



When your development exceeds the land disturbance thresholds listed in the following table.

Watershed			Erosion Control	Stormwater		Nutrients	
				<i>Commercial</i>	<i>Residential</i>	<i>N</i>	<i>P</i>
Cape Fear	Haw River Arm	Back Creek	20,000	21,780	43,560	3.8	1.43
		Haw Creek	20,000	21,780	43,560	3.8	1.43
		Cane Creek	10,000	21,780	43,560	3.8	1.43
		Cane Creek Critical Area	10,000	21,780	43,560	3.8	1.43
		Haw River (protected)	20,000	21,780	43,560	3.8	1.43
		Haw River (unprotected)	20,000	21,780	43,560	3.8	1.43
	U New Hope Arm	Jordan Lake (unprotected)	20,000	21,780	43,560	2.2	0.82
		Jordan Lake (protected)	20,000	21,780	43,560	2.2	0.82
		University Lake	10,000	21,780	43,560	2.2	0.82
		University Lake Critical Area	10,000	21,780	43,560	2.2	0.82
Neuse	Falls Lake	Flat River	20,000	12,000	21,780	2.2	0.33
		Little River	20,000	12,000	21,780	2.2	0.33
		Upper Eno	10,000	12,000	21,780	2.2	0.33
		Upper Eno Critical Area	10,000	12,000	21,780	2.2	0.33
		Lower Eno (unprotected)	20,000	12,000	21,780	2.2	0.33
		Lower Eno (protected)	20,000	12,000	21,780	2.2	0.33
Roanoke	Hyco Creek		20,000	NA	NA	NA	NA
	South Hyco Creek		20,000	43,560	43,560	NA	NA

Notes:

1. Thresholds are listed in square feet
2. Nutrients listed in pounds/acre/year
3. 43,560 square feet = 1 acre
4. 21,780 square feet = ½ acre
5. 10,890 square feet = ¼ acre

Required for All Projects



**Orange County Solid Waste Management
Recyclable Material Permit Application
#919-968-2788**

Please read and understand the following terms:

- A Recyclable Material Permit is required before your Building Permit can be issued.
- Incomplete RM permit applications will not be considered & will be returned. It is the applicant's responsibility to resubmit the completed application before it can be considered.
- A permit applies only to the project listed below & is valid for as long as the related Building Permit.
- Non-adherence to permit conditions is a violation of the Regulated Recyclable Material Ordinance.
- Violations of the ordinance may result in Criminal or Civil Penalties or the revocation of a Recyclable Material Collectors' License, if applicable.
- A Collectors' License is required for hauling debris in vehicles larger than 9000 lbs GVW. Make certain that you or your hired waste hauler is licensed.
- Material Management Requirements:
 - **Clean Wood Waste, Scrap Metal, & Corrugated Cardboard must be separated for recycling.** Disposing of these materials at Orange County Landfill subjects the hauler to a surcharge doubling the tipping fee. Hauling these materials elsewhere for disposal in a landfill will result in Civil or Criminal penalties & may result in the loss of a Recyclable Material Collector's License. Facilities exist at Orange County Landfill to recycle these materials at reduced or zero tip-fees. **Do not use public recycling centers.**
 - **Certified recycling facilities** may be used as an alternate to the source-separation requirement. For a current list of certified facilities, contact the Orange County Solid Waste Management Department at #919-968-2788.
 - **Construction & Demolition Debris** may not be disposed of through open burning.
 - **Yard Waste** is banned from burial at Orange County Landfill. Disposing of this material subjects the hauler to a surcharge doubling the tipping fee. Facilities exist at Orange County Landfill for recycling this material at reduced tip-fees
 - **Appliances & Tires** are banned from burial in landfills in the State of North Carolina. Facilities exist at Orange County Landfill for recycling these materials at reduced tip-fees.
- Solid Waste Department enforcement staff may enter the jobsite to inspect waste collection areas.
- If Solid Waste Enforcement Staff observes waste mixed with Regulated Recyclable Material on the jobsite, a "Verification Tag" will be left visibly on the container. The Verification must be submitted to a Certified Recycling Facility.
- Your permit application will be reviewed & a decision will be made within 10 working days.
- The Recyclable Material Permit must be kept in the permit box for the duration of the project.

PROJECT ADDRESS _____ **PARCEL #** _____

APPLICANT INFORMATION: (Complete if different from General Information Sheet)

Applicant: _____ **Owner:** _____
Address: _____ **Address:** _____

Contact# _____ **Contact #** _____

JOB SUMMARY: Please explain briefly what this project entails. (i.e. Demolish existing 1200 ft² home & build 3500 ft² home w/deck.)

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

SIGNATURE: _____ **Date:** _____

SITE PREPARATION WASTES: (Land clearing, demolition, deconstruction). If any structure to be demolished is >500 ft², it must be assessed for deconstruction possibilities. Contact Solid Waste at 919-968-2788 to arrange assessment.

Please describe the structure to be removed (include square footage): _____

____ No structure(s) will be removed (proceed to Construction Waste Section) Could the structure be moved from the site? ____yes ____no

Has the sale or donation of the structure been considered? ____yes ____no Please explain: _____

How will the structure be removed otherwise: _____

What is the timetable on removal of the structure? _____

Are there salvageable materials (hardwood floors, fixtures, molding, etc.) than can be removed for reuse prior to demolition? ____yes ____no ____ Know

Please list. Use back of sheet if necessary: _____

Don't

Required for All Projects

MATERIAL COLLECTION, TRANSPORTATION, AND DISPOSAL: Bulk Containers (Dumpsters) County Ordinance requires that any bulk waste container be labeled to define what materials are intended or prohibited from being deposited in them & be serially numbered. Hauling Licenses are required for vehicles greater than 9000 GVW in Orange County. Ensure that your waste hauler is licensed. You may contact Orange County Solid Waste for a list of licensees at #919-968-2788. **Check the method(s) of waste collection & waste hauling you will use below:**

Check method of waste collection & waste hauling you will use: <input type="checkbox"/> Self-haul <input type="checkbox"/> Licensed Hauling contractor (list hauling contractor below): _____	Check the method of waste Management you will use: <input type="checkbox"/> Jobsite Separation of Recyclables <input type="checkbox"/> Mixed Recycling Facility (list facility below) _____
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CONSTRUCTION WASTE: During the construction phase there are multiple options for recycling building materials. **Regulated materials (clean wood waste, scrap metal & corrugated cardboard) generated in Orange County must be recycled.** Although other materials are not required to be recycled, you are highly encouraged to do so. One of the best methods of recycling is to separate the materials on the jobsite. You may also combine materials for delivery to a certified recycling facility.

- (1) CLEAN WOOD WASTE:** (required by ordinance to be recycled)
- No clean wood waste (proceed to #2)
 - Segregated for on-site recycling collection
 - Recycle at Orange County Landfill (reduced tip fee charged)
 - Saved & used on future jobs
 - Separated for private salvage or charity
 - Certified Commingled Recycling Facility
 - Other _____

- (2) METAL SCRAP:** (required by ordinance to be recycled)
- No metal waste (proceed to #3)
 - Segregated for on-site recycling collection
 - Recycle at Orange County Landfill (reduced tip fee charged)
 - Segregated for hauling to scrap dealer by general contractor
 - Segregated for hauling to scrap dealer by sub-contractor
 - Certified Commingled Recycling Facility
 - Other _____

- (3) CONCRETE, BRICK ,BLOCK or other aggregate materials:** recycled)
- No aggregate materials (proceed to #4)
 - Recycled as scrap at an aggregate producer
 - Used on or off site: Describe Use _____
 - Construction & demolition debris landfill (C&D)
 - Land clearing & inert debris landfill (LCID)
 - Other _____

- (4) CORRUGATED CARDBOARD:** (required by ordinance to be recycled)
- No cardboard waste (proceed to #5)
 - Segregated for on-site recycling collection
 - Recycle at Orange County Landfill (no tip fee charged)
 - Segregated for hauling to paper dealer by general contractor
 - Segregated for hauling to paper dealer by sub-contractor
 - Certified Commingled Recycling Facility
 - Other _____

- (5) DRYWALL:**
- No drywall waste will be produced (proceed to #6)
 - Segregated for on site recycling collection
 - Used on site as agricultural supplement
 - Disposed in an approved landfill
 - Certified Commingled Recycling Facility
 - Other _____

- (6) OTHER MATERIALS:**
- No other wastes will be produced
- Please specify other wastes that will be produced & how they will be managed:
- Plastics (including vinyl & shrink-wrap): _____
 - Carpet & padding: _____
 - Shingles: _____
 - Fixtures (sinks, tubs, lighting, etc.) _____
 - Other _____

RECYCLING AFTER OCCUPANCY: Check materials that will be generated once the structure is ready for occupancy:

- Standard: glass bottles, metal cans, newspaper, glossy magazines, #1 plastics, #2 plastics
 - Corrugated Cardboard (not including waxed or single layer cardboard)
 - Mixed Paper: junk mail, cereal boxes
 - Office paper: white or colored copy paper, confidential papers
 - Restaurant: food wastes, cooking oil, disposable dining ware
 - Other Plastic: #5, #7
 - Business Specific Waste: (please describe) _____
- _____
- _____

FOR OFFICE USE ONLY:	
Approved by _____	Date _____