

PLANNING & INSPECTIONS DEPARTMENT
Michael D. Rettie, Chief Building Official

Building Inspections
(919) 245-2600
(919) 644-3347 (FAX)
www.orangecountync.gov



131 W. Margaret Lane
Suite 101
P. O. Box 8181
Hillsborough, NC 27278



January 18, 2022

Amendments to help maintain Orange County’s “Social Distancing” policy during the COVID-19 pandemic.

Please observe the following practical adjustments to how Orange County Inspections does business:

- The Orange County Planning and Inspection office will re-open to the general public beginning January 31, 2022. Staff will maintain all distancing protocols while seeking to serve walk-in Residents. Orange County requires face coverings in all County buildings.
- We continue to request that you submit all applications, documents and project plans electronically (to the extent possible). See submittal requirements for project plans, attached.
- Physical copies will be accepted in the lobby drop-off box. Please securely combine all documents (in an envelope, use of rubber bands, binder clip, etc.) making sure they are clearly identified with address before submitting.
- Any question or project discussion will occur by phone or email. If you need an in-person discussion we will have accommodations set up in lobby room #138 to facilitate. Such in-person interactions will need to be pre-scheduled with staff member. All participants will need to wear approved face coverings during interactions.
- Fee payments are accepted by credit cards over the phone or having staff process at the front counter. Checks are accepted, Cash is accepted with heightened COVID-19 protocol.
- Please maintain a safe work site. Our Building Safety Officials will avoid groups and any physical contact. If we encounter someone who appears ill, the inspection will be suspended / canceled and our Inspector will leave the project site (without discussion).
- Inspections are scheduled by calling (919) 245-2600, with your permit number.
 - Please coordinate inspection needs directly with the Building Safety Official assigned to your inspection (the morning of the scheduled inspection). Contact numbers attached.
 - Please identify if inspection will be in an occupied building

Inspection staff cellular numbers:

Bertie Alcorn,	Chief Inspector:	(919) 883-7947
Chris Wiggins,	Building Safety Official:	(919) 883-7944
Gregg Lassiter,	Building Safety Official:	(919) 932-0567
Keith Barnhouse,	Building Safety Official:	(919) 943-5545
vacant	Building Safety Official:	(919) 883-7951
Mark Dunlap,	Building Safety Official:	(919) 257-1685
Nicholas Perry,	Building Safety Official:	(919) 883-7949
Greg Byrd,	Building Safety Official:	(919) 338-4696
Michael Rettie,	Chief Building Official:	(919) 316-9268

Inspection office staff contact for application and document submission:

Jennifer Geda and Jessica Gentry for residential permit projects:
ocbuildingpermit@orangecountync.gov

Jeanneane Norwood and Linda Pulley for simple trade permits:
ocinspect@orangecountync.gov

Jocelyn (Josh) Gentry, commercial permit projects:
ocbuildingpermit@orangecountync.gov

Romina Khandani, residential plans review:
rkhandani@orangecountync.gov



Orange County Inspections Division

Electronic **Residential** Plans Review is available for all Residential building permits.

Submittal Instruction:

Email the Permit application, project plans and associated documents to ocbuildingpermit@orangecountync.gov. If the file size is too large to send, contact Jennifer Geda for the alternative submittal method.

Your plans will be reviewed and any needed information will be communicated to the Applicant by email and / or telephone from rkhandani@orangecountync.gov

Once your permit is “issued” (approved and paid for):

Our office will email you the “reviewed” project plans. These plans and documents must be printed in color and to the scale indicated on the plans (at a minimum size of 11” X 17”). The printed copy must be available on the job site for all inspections, for the duration of the construction.

Reviewed plans must be maintained complete and legible through the Building Final inspection.

Submittal Format:

- Plans must be emailed. No storage device or memory key transfer accepted.
- Plans must be in adobe (.pdf) format file (preferably generated directly from AutoCAD or other computer aided- drafting software). Scanned plans must be legible and to scale.
- If possible, all project plan documents should be combined into one Adobe (.pdf) file.