DOCUMENTS REQUIRED TO OBTAIN RESIDENTIAL BUILDING PERMITS

The following information will be needed to process your application

1) **Authorization to Construct Septic System/Existing Systems Inspection**
   (a) If you have a private septic system, contact the Orange County Environmental Health Department at 131 W Margaret Lane, Suite 100, Hillsborough, N.C. 919- 245-2360
   (b) If on city sewer or community septic system "Authorization to Construct" is not required.
   (c) If you have an existing system an "Existing Systems Inspection" will be required from Environmental Health.

2) **Must submit (1) set of Building plans (drawn to scale), MIRROR IMAGE NOT ACCEPTED,**
   Include the Following:
   (a) Foundation plan (cross-section of footing and foundation).
   (b) Floor plan, fully dimensioned, with all rooms identified
   (c) Wall cross-sections, showing all framing details, insulation information, etc
   (d) Wall bracing methods, lengths and locations (to be depicted on separate detail)
   (e) Framing Plans, (floors & roof); including: roof & foundation ventilation calculations and truss, LVL, and TJI layout/engineering.
   (f) Building elevations (front view, rear view, left and right view)

   Any deviation from approved plans will require additional review and update of permit fees

3) **Site Plan**: 2 copies – drawn to scale (see example) should include the following:
   Not required if going in a Mobile Home Park
   (a) Property lines and dimensions
   (b) Easements, streams, creeks, rights-of-way
   (c) Existing structures (house, garage, shed, pool, etc.) on the lot
   (d) Distance from proposed structure to the property line (measured from right of way not edge of road)
   (e) North arrow
   (f) Location of driveway, parking areas, sidewalks and patios

4) **Worker's Compensation Insurance**: If Cost of Construction is $30,000 or more, documentation showing proof of Workman's Compensation insurance for the General Contractor is required.

5) **The Completed Application Questionnaire**
   (a) Fill in all applicable spaces
   (b) Be sure to provide contractors company name, city from which they operate, license number and signature. All contractor information must be supplied before work in that trade can begin.
   (c) If your project involves a Home Occupation you will need to obtain a Home Occupation Permit from the Current Planning Division before you can operate from your home.
   (d) If your property lies within the town limits or the extraterritorial jurisdiction of Hillsborough you will need a zoning permit from them at 101 E. Orange St., before the building permit can be issued.
   Town of Hillsborough: (919) 732-1270.

6) **Tax Moving Permit** (not needed if buying off the dealer's lot). This is obtained from the tax office in the county where the home is currently located.

   Within the State of North Carolina, a moving permit for a Manufactured Home must be obtained from the tax office in the jurisdiction in which the home is located. This must be done before the home is moved to property or a park in Orange County. ***ATTACH A COPY OF THE MOVING PERMIT TO THIS APPLICATION.***

IMPORTANT: If a person commences any work on a building or service system before obtaining the necessary permits they shall be subject to penalty as established by the local governing body [G.S. 153A-354, 160a-114]. In Orange County the **permit fees will be doubled** if work has begun with no permits.

This Checklist is provided as a guide to assist you in preparing your documents for plans review and is required to accompany all Residential permit applications.

Plans shall be drawn using current NC State Codes and include the following information:

Checklist for Residential Plan Review Submittal

Foundation Plan	YES	N/A
Foundation construction details	☐	☐
Footing width/ depth	☐	☐
Pier size/ location	☐	☐
Concrete slab specifications	☐	☐
Anchorage details	☐	☐
Pre-cast foundation sealed design documents	☐	☐
Framing Plans		
Engineered member location and detail sheet	☐	☐
Girder/ beam / header size/ span/ species / grade of lumber	☐	☐
Floor joist size/span/ spacing/ grade of Lumber	☐	☐
Ceiling joist size/span/ spacing/ grade of Lumber	☐	☐
Rafter size/span/ spacing/ grade of lumber	☐	☐
Truss layout and detail sheets	☐	☐
Wall bracing method per R602.10	☐	☐
Point Loads identified on structural pages	☐	☐
Identify support for load paths	☐	☐
Deck / stoop / porch details and specifications per Appendix M	☐	☐
Architectural Details		
Floor plan and elevation sheets with all rooms labeled	☐	☐
Egress window opening size	☐	☐
Thermal insulation values/ type	☐	☐
REScheck report and evaluation report, if using spray foam	☐	☐
Glazing In hazardous locations/ fall prevention protection	☐	☐
Stair specifications	☐	☐
Handrail/ guardrail specifications	☐	☐
Alternative methods / material support documentation	☐	☐
General Requirements		
Plans drawn in orientation being constructed, NO Mirror Images	☐	☐
Drawing to be scaled or all dimensions to be specified	☐	☐
All sheets legibly drawn and detailed	☐	☐
Plans signed by person responsible for the design	☐	☐

Required for All Projects

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

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

GENERAL INFORMATION SHEET

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:_____***

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:

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

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

Proposed Project: _____

Type/Use	Ground Coverage (sq. ft.)	Total Living Area (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**: _____

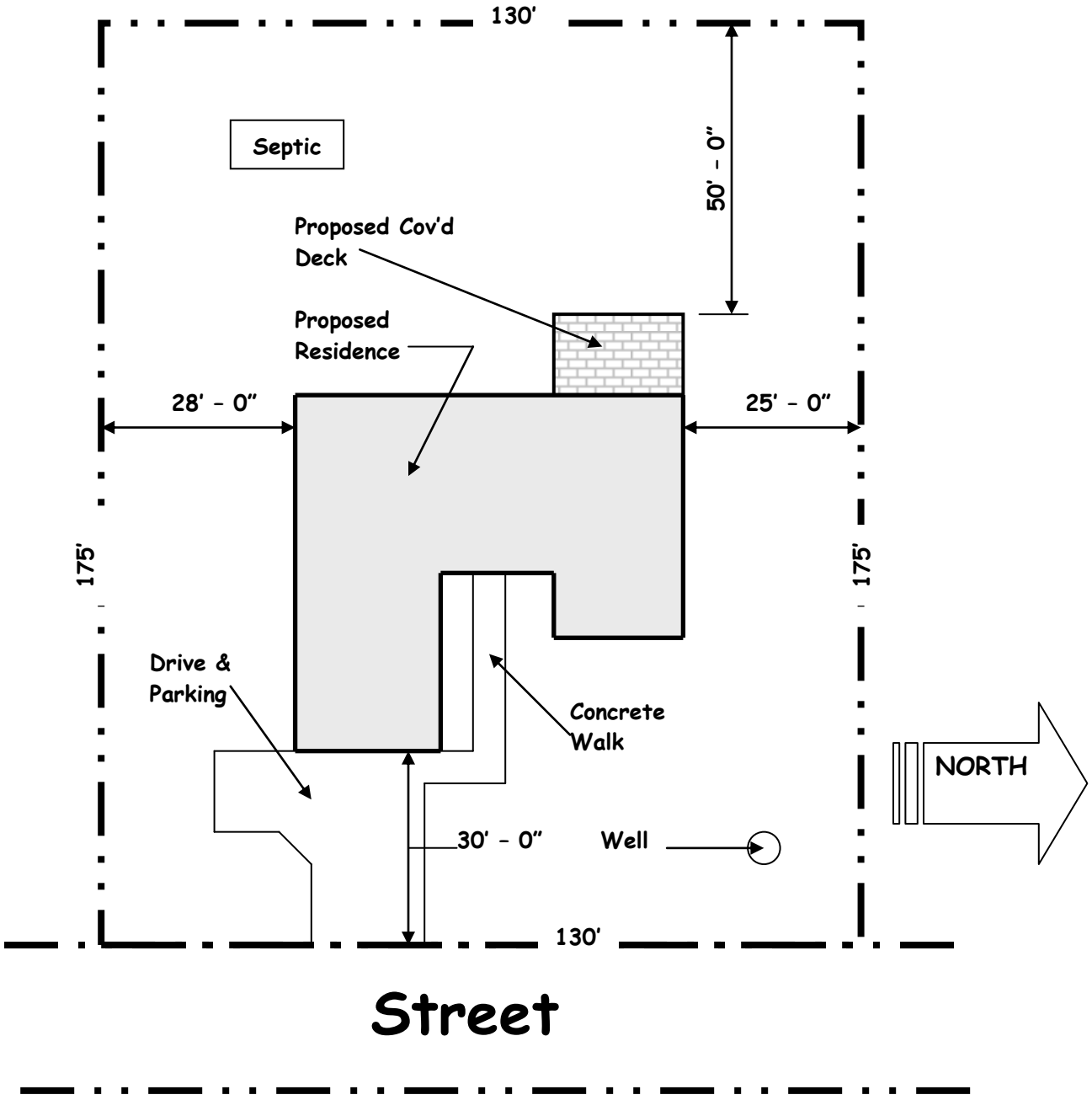
Required for New Construction, Footprint Expansions and Increases in Impervious Surface Area

Example Plot Plan

For Residential Use Only

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')



Required for All Projects

PROJECT INFORMATION
Please Complete All Applicable Sections

1. Work to be permitted:

☐ New Single Family ☐Remodel ☐Modular: On / Off-frame ☐ Duplex ☐ Townhome

☐ **Addition (Proposed Use):** ☐ Bedroom ☐ Bathroom ☐ Kitchen ☐ Den ☐ Other:_____
☐ Deck/Porch

☐ **Manufactured Home**: Manufacturer:_____ VIN#: _____

Year: _____ Width:_____ Length:_____

Foundation: ☐ Footing ☐ Pier and Tie Downs

☐ Copy of Tax Moving Permit Attached

NOTE: THE SET-UP MANUAL MUST BE ON SITE FOR ALL INSPECTIONS. The Set-up Manual must be on site for any inspections to be performed. Inspections will not be performed without the set up Manual on site and will result in a rejection. Older model homes without Manuals and models noted in the North Carolina Regulations for Manufactured Homes, must meet the regulations of the North Carolina Code for Manufactured Homes.

☐ **Swimming Pool**: ☐ Above Ground ☐ In Ground ☐ Concrete ☐ Vinyl/Steel ☐ Underwater Lighting?

☐ Retaining wall over 4' (May required Engineering) Decking Material: _____

Project Square Footage: (To be completed for all projects)

HEATED SQUARE FEET		UNHEATED SQUARE FEET		ACCESSORY SQUARE FEET
1st Floor:		2nd Floor:		Detached Garage:
2nd Floor		Attached Garage:		Storage Buildings:
3rd Floor		Basement:		
Basement:		Covered Porch:		**SWIMMING POOL**
Other:		Deck:		Square Feet:
Other:		Other:		Deck Square Feet:

2. Type of building frame construction: (Check Appropriate type of construction)

☐ Wood Frame ☐ Metal Frame ☐ Log Construction ☐ Masonry ☐ Geodesic Dome

☐ Other (Specify)_____

3. Type of foundation: (Where you see * provide design)

☐ **C**rawlspace: (ventilated/closed) **Please circle one** ☐ Basement* (unfinished/finished) **Please circle one**

☐ Masonry ☐ Wood* ☐ Superior Walls* ☐ ICF ☐ Poured Concrete*

4. Number of Bathrooms:_____ **Number of bedrooms:**_____

Number of Stories: _____ **Height of proposed structure** _____ feet;

NOTE: Height as applied to building, means the vertical distance from the average grade to the highest finished roof surface, in the case of flat roofs or to a point at the average height of pitched roofs, HEIGHT OF BUILDING IN STORIES DOES NOT INCLUDE BASEMENTS AND CELLARS. Exception: A basement used as a living (habitable space used for living, sleeping, eating or cooking) area shall be considered a story.

5. Type of siding (please circle) Stucco Fiber Cement Veneer Vinyl Wood Other_____

Required for All Projects

PROJECT INFORMATION
Please Complete All Applicable Sections

6. Plumbing:

☐ Add/Replace Fixtures ☐ Add/Replace Water Lines

7. What type of heating/cooling system will be installed?

☐ Natural Gas ☐ LP ☐ Gas Logs
☐ Oil ☐ Heat Pump ☐ Radiant Floor Heat (requires H-1 Mechanical License
_____How many units? ☐ Extend Existing duct work

8. Indicate by Quantity if any of the following will be / are installed:

_____ Pre-fabricated fireplace (gas/wood) _____ Wood Stove (will need copy of installation manual)
_____ Masonry fireplace _____ New Chimney

9. Cost of electrical work $_____

10. What type of electrical system is being installed?

☐100 amp single phase ☐ Extend existing wiring ☐ Other (Specify)_____
☐ 200 amp single phase ☐ Adding additional fixtures/outlets ☐ Service change from _____ amp to _____ amp
☐ 400 amp single phase ☐ Generator: _____KWs

11. Power Company Service Property (please circle one)

☐ Piedmont (REA) ☐ Duke Engery Durham ☐ Duke Energy Burlington ☐ Progress Energy

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

13. Project construction value including labor and materials (exclude cost of land) **$** _____

The value of construction shall include the prevailing fair market value of all labor, materials and equipment, whether actually paid or not, electrical, gas, mechanical, plumbing equipment, fire protection and other systems. The inspections Division will compare the work as indicated by this application to the Building valuation data, compiled by Marshall Valuation Service. If the value derived from the Building Valuation Data conflicts with licensing limitations, the Building Official will require submittal of additional information.

A. Accessed value of existing structure _____

B. Percent of construction value to existing building assessed (for floodplain development permit only) _____

C. This permit [is] [is not] a substantial improvement/damage repair floodplain development.

NOTES:

- ***State law [G.S. 143-139.1] requires that any person or corporation that undertakes to erect a modular building (other than the property owner) must have a valid N.C. General contractor's License or provide the local building official with a valid $5,000.00 Surety Bond for each modular building to be erected. (Surety Bond form enclosed) Third Party certification stamp required on plans.***

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: _____

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

License Number_____
Class _____
Telephone_____
Fax:_____

Mechanical Contractor:

Address _____ City/State/Zip _____

Contact Person _____ E-mail: _____

Contractor Signature: _____

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

License Number _____
Class _____
Telephone _____
Fax:_____

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 Modular Buildings When Not Using a NC Licensed General Contractor

NORTH CAROLINA MODULAR BUILDING
SET-UP CONTRACTOR LICENSE BOND

#_____

We_____as principal, located at _____and_____(surety) of State of _____and duly licensed to transact a surety business in the State of North Carolina as surety, are indebted and bound to the _____(city or county inspection department) in the sum of five thousand (5,000) dollars for which payment we bind ourselves and or legal representatives jointly and severally.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal has entered into a contract for the set-up and installation of the modular building described herein:

NOW: THEREFORE, if the principal and all his agents and employees shall set-up and install said modular building in compliance with the regulations of the North Carolina State Building Code governing installation of modular buildings, then this obligation shall be null and void; otherwise, it shall be in full force and effect.

It is expressly provided that:

1. This bond is executed by the said principal and surety to enable the Principal to set-up one North Carolina labeled modular building.
2. This bond is in full force and effect as to the above State Building Code obligations of the principal for the set-up of one North Carolina Labeled modular building at the following address:
   Street_____
   City_____, North Carolina
3. This bond will remain in full force and effect for one year following the issuance of the certificate of compliance for the modular building.
4. The bond must remain on file with the_____(city or county inspections dept.)
5. The owner of the modular building described in paragraph 2, who sustains any loss or damage by reason of any act or omission covered by this bond may, in addition to any other remedy that he may have, bring an action in his own name on this bond for the recovery of damages sustained by him.
6. It is further understood and agreed that this bond shall be open to successive Claims up to the face value of the bond. The surety shall not be made liable for successive claims I in excess of the bond amount, regardless of the number of claims made against the bond.

In witness Whereof, the day above bounden parties have executed this instrument under their several seal. This the _____day of_____, 20___, the name and corporate seal of each corporate party being hereto affixed and these presents duly sighed be its undersigned representative, pursuant to authority of its governing body.

_____
Signature of Principal

_____
Title

Surety by_____
(Signature)

_____
(printed name)

Title _____

Address_____

_____
N.C. Resident Agent

***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 labeled manufactured modular building meeting the North Carolina State Building Code, 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
Michael D. Rettie, 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)*

Required for Projects $30,000 and Above

ORANGE COUNTY BUILDING INSPECTIONS

Michael D. Rettie, 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 on New Single Family Dwellings and for Improvement Projects $30,000 and above where the Owner is Not the Occupant

ORANGE COUNTY BUILDING INSPECTIONS
Michael D. Rettie, 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

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 visit: www.liensnc.com

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	
				Commercial	*Residential*	*N*	*P*
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

(Applies to the Town of Carrboro, Town of Chapel Hill, Town of Hillsborough and rural Orange County)

For additional information go to our webpage at http://orangecountync.gov/recycling

Please read and understand the following terms:

- **A Recyclable Material (RM) Permit is required for all projects and is tied to the issuance of your building or demo permit.**
- ***Incomplete and/or unsigned and dated RM permit applications will not be considered & will be returned resulting in a delay of the issuance of your building or demolition permit*.**
- The permit applies only to the project listed below and is valid for as long as the related building or demo permit is active.
- *Not following permit conditions is a violation of the **Regulated Recyclable Materials Ordinance** (RRMO) and may result in criminal or civil penalties and may result in the loss of Recyclable Material Collector's License, if applicable*.
- A collector's license is required for hauling regulated construction & demolition debris in vehicles larger than 9,000 lbs. GVW. For additional information on hauler licensing see our web-page at: http://orangecountync.gov/recycling.
- ***All structures 500 SF or larger that will be demolished require a deconstruction assessment BEFORE the demo permit can be issued. Contact Orange County Solid Waste Enforcement staff at 919-968-2788 to arrange for the assessment*.**
- Regulated material management requirements include:
  1. **Clean wood waste** (not painted, stained, treated), **scrap metal**, and **corrugated cardboard** must be recycled and cannot be landfilled. Facilities exist at the Orange County C&D Landfill to recycle these materials at reduced or no tip fee *so long as they are kept separate and can be off-loaded separately by the hauler*. **If the materials are comingled together, a penalty of double the tip fee will apply since we do not have the ability to separate them out**.
  2. Certified C&D material reclamation facilities (MRF's) may be used as an alternate to source separation or bringing them to the Orange County C&D landfill. **For a current list of certified facilities, please contact the Enforcement Officer of Orange County Solid Waste Management at 919-968-2788**.
  3. ***C&D materials may not be disposed of through burning***.
  4. Land clearing inert debris (LCID; vegetative debris) cannot be burned and may be brought to the Orange County C&D landfill for recycling at reduced tip fees (currently $18/ton).
  5. Appliances and tires are banned from all landfills in NC and facilities exist at the Orange County C&D landfill for recycling these items at reduced tip fees.
- *Solid Waste enforcement staff may enter the job site to observe if any regulated recyclable materials are being placed in waste containers with other C&D waste materials and if so, a Verification Tag will be placed on the container which must be given to the scalehouse operator at the certified facility where the container must be taken*.
- The RM permit shall be kept on the job and in the permit box for the duration of the project.
- **For questions contact the Enforcement Officer at Orange County Solid Waste at 919-968-2788**.

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

X_____ Date:_____

Applicant Information:

Project address: _____ PIN #:_____

Applicant: _____ Owner: _____

Project Address: _____ Owner Address (If different):_____

_____ _____

Contact #: _____ Contact # _____

Job Summary: _____

_____

Check method of waste collection & hauling you will use:

Check method of waste collection & hauling you will use:

☐ **Check here if HOMEOWNER is HAULING (self-hauling)**

☐ ***Check here if JOBSITE SEPARATION OCCURS AND MATERIALS DELIVERED TO MARKET***

☐ **Check here if BUILDER/CONTRACTOR is HAULING. Builder/contractor may need to be licensed. (Contact the Enforcement Officer at Orange County Solid Waste at 919-968-2788 for guidance)** ***Builder or contractor hauling is NOT self-hauling.***

☐ ***Check here if HAULING to a Certified Facility***

☐ **Check here if using a LICENSED HAULER AND PROVIDE COMPANY NAME:** _____

FOR OFFICE USE ONLY

Approved by: _____ **Date:** _____