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

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:

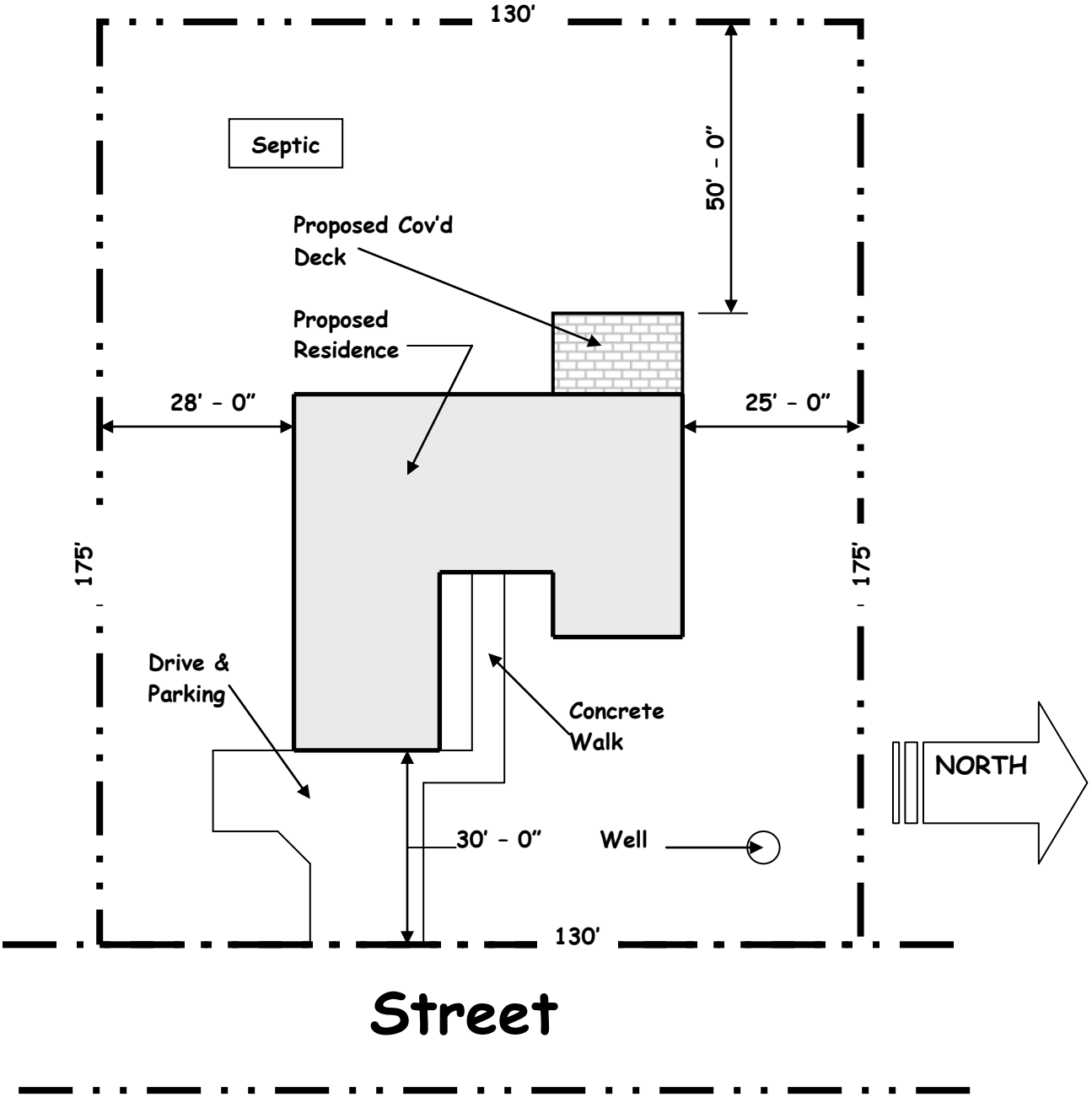
- Project disturbs less than 10,000 square feet and contains no stream buffers, stormwater easements or other problematic conditions. **Waiver issued by** _____**Date**:_____
- Project disturbs more than 10,000 square feet and/or contains problematic conditions; an Erosion Control Permit is required-hold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

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



Required for All Projects

PROJECT INFORMATION
Please Complete All Applicable Sections

Example:

1. **Existing Use** :_____ 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 or 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.

Required for All Projects

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: _____

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 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 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

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 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

STATE OF NORTH CAROLINA

OWNER EXEMPTION AFFIDAVIT
PURSUANT TO G.S. 87-14 (a) (1)

COUNTY OF _____

_____ Inspection Department

Parcel Identification Number and address where the building is to be constructed: PIN_____

Address_____

Type of construction: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other

Intended use after completion (e.g. Personal residence): _____

Building permit number associated with this application: _____

I, _____ _(_____)_____
(Print Full Name) (Phone Number)

hereby claim exemption from licensure under G.S. 87-1(b)(2) by **initialing** the relevant provision in paragraph 1 and **initialing** paragraphs 2-5 below attesting to the following:

1. _____ I certify I am the owner of the property set forth above on which a building is to be constructed or altered and for which application for a building permit is hereby made;

   OR

   _____ I am legally authorized to act on behalf of the firm or corporation that 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 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, Chapter 87 of the General Statues of North Carolina.

3. _____ I will be on site regularly during construction and I will be personally present for all inspections required by the North Carolina State Building Code, 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.

4. _____ I understand that by executing this licensing exemption AFFIDAVIT pursuant to G.S. 87-1(b)(2), I am required by law to occupy the building for which the licensing exemption is granted for twelve months after completion, during which time it may not be offered for rent, lease or sale.

5. _____ I understand a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification I am validly entitled to claim an exemption under G.S. 87-1(b)(2) for the building construction or alteration specified herein. I further understand if the North Carolina Licensing Board for General Contractors determines I am not entitled to claim this exemption the building permit issued for the construction or alteration specified herein shall be revoked pursuant to G.S 153A-362 or G.S. 160A-422.

_____ _____
(Signature of Affiant) (Date)

Sworn or affirmed and subscribed before me this the _____ day of _____, 20_____

_____
(Signature of Notary Public)

(Notary Stamp or Seal)

_____
(Printed Name of Notary Public)

(NOTE: It is a class F felony to willfully commit perjury in any affidavit taken pursuant to NC 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	
				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 Town of Carrboro, Town of Chapel Hill, Town of Hillsborough and rural Orange County)

For additional information go to our web-page 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 require a deconstruction assessment before the demo permit can be issued. Contact Orange County Solid Waste Enforcement staff at 919-968-2788 x 107 or 109 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 x 109**.
  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 x 109**.

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 the method of waste management you will use:
____Self-haul	____ Jobsite separation of regulated recyclables and taken to market
____Licensed Hauler	____ Mixed recycling facility (list below if known)
Name of licensed hauler_____	_____

Approved by: _____ Date: _____