

# ORANGE COUNTY PLANNING & INSPECTIONS DEPARTMENT

Craig N. Benedict, AICP, Director

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



306F Revere Road  
P O Box 8181  
Hillsborough,  
North Carolina, 27278



## ***COMMERCIAL BUILDING PERMIT APPLICATION***

The following document outlines the order and process of applying for a Commercial Building Permit, all steps will not be necessary in all circumstances. If you have any questions, please contact the Division listed by the item in question for further detail.

### **1) Land Disturbance permits (Erosion Control Division #245-2586)**

- a) University Lake, Cane Creek and Upper Eno watersheds
  - Less than 10,000 sf (1/4) acre disturbed area  
*Supply plot plans and owner information to Erosion Control. A waiver may be issued stating that the disturbance does not require a pre-approved Erosion Control plan.*
  - 10,000 sf or more of land disturbance  
*Obtain an Erosion Control Application and Statement of Financial Responsibility and submit an Erosion Control plan. Approval time is two (2) to four (4) weeks. Plan Review (Urban disturbance) is \$272.00/acre and land disturbance permit (Urban) is \$646.00/acre.*
  - *If disturbing more than 50% of the tract, contact Erosion Control at #245-2586.*
- b) Other Watersheds
  - Less than 20,000 sf disturbed -no pre-approved Erosion Control Plan required or fees charged.
  - 20,000 sf (1/2 acres ) or more disturbed area  
*Obtain an Erosion Control Application and Statement of Financial Responsibility and submit an Erosion Control plan.*  
  
*Submit 2 sets of site plans with drainage and soil erosion controls to be approved by Erosion Control Division.*
- c) If disturbing more than 12,000 sf in the Neuse Basin or 21,780 sf in the Cape Fear Basin, please consult Erosion Control/Storm Water Division for direction regarding a storm water management plan.

## 2) **Site Planning (Current Planning #245-2585)**

- a) Four (4) copies of the site plan prepared according to Article 14.2.1 and 14.2.3 of the Orange County Zoning Ordinance (additional copies may be required depending on the nature and location of the proposed development);
- b) Four copies of the landscape plan
- c) The signed site plan application form;
- d) A copy of the Orange County tax map with the subject property identified;
- e) Legal documentation establishing entities responsible for control over common areas and facilities to be approved by the County Attorney.
- f) Three (3) copies of the Environmental Assessment and/or Environmental Impact Statement, if required by the Orange County Environmental Impact Ordinance.
- g) If lighting is proposed, submit two (2) copies of the photometric plan with fixture types, locations and foot candles.

## 3) **Authorization to Construct Septic System (Environmental Health #245-2360)**

- a) If septic system is involved, a Construction Authorization is required from Environmental Health.
- b) If served by sanitary sewer system, approval from regulating agency eg. Town of Hillsborough, OWASA, Orange County Efland Sewer System or Orange Alamance Water System (OAWS)

## 4) **Building Permit (Inspections Division #245-2600)**

*It is the intent of the Inspection Division's plan review of Commercial Building Plans to eliminate problems that may arise during construction. The more information included on the drawings, the more we can assure compliance with the Building Codes. However, not all conditions can be addressed at the plan review stage. Any violations found during the field inspections must be corrected.*

***PLEASE NOTE THAT ALL CONSTRUCTION MUST COMPLY WITH VOLUME 1-C  
NORTH CAROLINA ACCESSIBILITY CODE.***

- a) **GENERAL REQUIREMENTS – NEW CONSTRUCTION AND  
ADDITIONS**

Less than 2500 S.F. or less than \$90,000.00

Designer name and Signature must be on each sheet of the plans.

Greater than 2500 S.F. and \$90,000.00

All plans (including Plumbing, Mechanical and Electrical) must be designed, signed and sealed by a design professional (Architect or Engineer) registered in the State of North Carolina.

Submit three (3) complete sets of plans (including site plans) to Orange County Building Inspections including:

(One copy will be delivered to the O.C. Fire Marshal Office for review and approval, permit will not be issued until approval obtained from Fire Marshal's Office. If in the Town of Hillsborough's jurisdiction submit (2) complete sets of plan to Orange County Building Inspections and contact the Hillsborough Fire Marshal about his requirements. at #919-241-4801).

- Completed Orange County Commercial Permit Application Form
- Building Code Summary with complete Energy Information including:
  - Thermal envelope
  - Mechanical
  - Electrical/lighting
- Complete Site Plans including Utilities
- Complete Architectural plans and details
- Complete Structural plans and details
- Plumbing and Gas riser diagrams and fixture layouts
- HVAC layout with equipment sizes and required fire dampers shown
- Electrical riser diagram, lighting and power layouts, service size and location
- Kitchen equipment layout

Submit additional drawings as required:

- Swimming Pool Permit
- Sign Permit
- Restaurant Food Service Permit
- Sprinkler plans (if required)

b) COMMERCIAL BUILDING ALTERATIONS

*No change of use*

**Asbestos report must be submitted on all Commercial Renovations, Alterations and Demolitions. Buildings must be surveyed by accredited asbestos inspectors prior to beginning any demolition activities to determine the amount of asbestos present and the applicable rules. A Removal Permit may be required from the Health Hazard Control Unit, Division of Public Health (919) 733-0820.**

Submit three (3) complete sets of plans to Orange County Building Inspections including:

- Completed Orange County Commercial Permit Application Form
- Building Code Summary with all Energy Code Information
- Existing floor plans, including HVAC, plumbing and other equipment
- Architectural floor plans
- Structural plans (if structural work to be performed) Plumbing and Gas riser diagrams, tie-ins, and fixture layout (for new work)
- HVAC layout and tie-in (for new work)
- Electrical power and lighting layouts
- Kitchen equipment layout

Submit additional plans as required:

- Sign Permit drawings
- Fire Protection Permit drawings
- Restaurant Service Permit drawings
- Sprinkler plans (if required)

**Restaurants must submit floor plans with seating layout, in all situations, new construction, upfits, remodel or change of use.**

*Change of Use*

- Submit the same plans as required above