

## **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.

*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:** \_\_\_\_\_

<b>For Office Use Only</b>		
CB # _____	IP # _____	CA # _____
Erosion Control # _____	Well Permit # _____	XS# _____

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

<b>ZONING PERMIT APPLICATION</b>	<b>DATE:</b> _____
----------------------------------	--------------------

**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:** \_\_\_\_\_

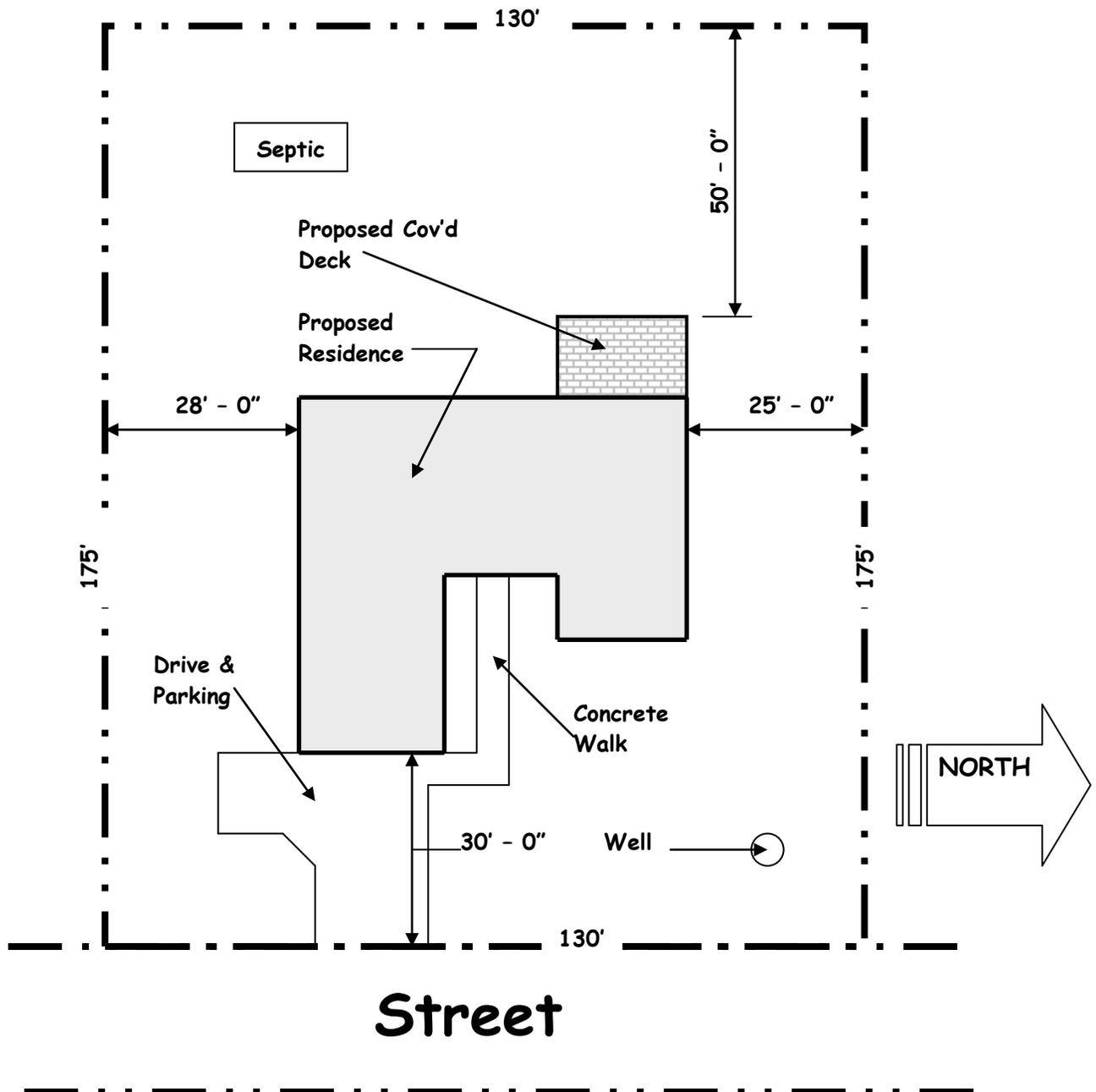
*Required for New Construction, Footprint Expansions and Increases in Impervious Surface Area*

**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
1 <sup>st</sup> Floor:	2 <sup>nd</sup> Floor:	Detached Garage:
2 <sup>nd</sup> Floor	Attached Garage:	Storage Buildings:
3 <sup>rd</sup> Floor	Basement:	
Basement:	Covered Porch:	<b>SWIMMING POOL</b>
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)

- Crawlspace: (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:** \_\_\_\_\_

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 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 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 signed 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

## IMPACT FEES

### What is the impact fee?

On June 7, 1993, the Orange County Board of Commissioners adopted an ordinance establishing a system of impact fees to be collected in Orange County as well as the municipalities in the county. The fees will be used to finance a portion of the cost of public school space needed because of new residential growth. The impact fee applies to all dwelling types, including, but not limited to:

- ❖ Manufactured (mobile) Homes
- ❖ Apartment Units
- ❖ Condominiums
- ❖ Single Family Dwellings
- ❖ Duplexes
- ❖ Triplexes

The impact fee will apply to all new dwelling units for which building permits are issued on or after July 1, 1993. If an existing dwelling has not been occupied since July 1988 it will be considered a new dwelling and an impact fee will be due if reoccupied.

All fees collected in the Chapel Hill-Carrboro City School district will be placed in a trust fund created for the purpose of funding new public school space. All fees collected in the Orange County School District will be placed in a similar trust fund. Funds collected in a district will be expended in that district.

Funds will be used for capital costs only, including the construction of new public school space and additions to existing schools where the expansion is related to new residential growth

### Public School Impact Fee Exceptions:

- Buildings or structures, including alterations, repairs, renovations or additions thereto, which are to be occupied and used solely for non-residential purposes.
- Residential dwelling units for which a building permit was obtained prior to the effective date of the ordinance.
- Alterations, repairs, renovation or additions to a residential dwelling unit.
- Replacement of a building, structure or manufactured (mobile) home used for residential purposes, including the following:
  - a. Installation of a replacement manufactured (mobile) home on a separate lot or mobile home park space when an educational facilities impact fee for such lot or space has been previously paid pursuant to the impact fee ordinance or where a residential manufactured (mobile) home existed on such lot or space on or before the effective date of the ordinance. For the purposes of the ordinance, "legally existed" shall mean that a manufactured (mobile) home was located on the lot or space during the five-year period prior to the date of adoption of this ordinance.
  - b. Replacement of a building, structure or manufactured (mobile) home damaged, destroyed or partially destroyed by: the exercise of eminent domain; human acts, such as riot, fire, accident, explosion; or flood, lightning, wind or other natural calamity, with a new building, structure or manufactured (mobile) home.

- A residential building, structure of manufactured (mobile) home may be replaced with a new building, structure or mobile home of the same or dissimilar dwelling type. For example a manufactured (mobile) home. Likewise, a manufactured (mobile) home may be replaced with a stick-built structure. In either case, however the number of dwelling units may not be increased.
- Accessory building and structures, including, but not limited to, garages, decks, storage buildings, and similar structures, provided they are not used for residential purposes.
- Temporary buildings and structures provided they are not used for residential purposes. However, public school impact fees shall not be levied in the following cases:
  - a. A manufactured (mobile) home being used to provide custodial care under the provisions of an approved Special Use Permit.
  - b. A manufactured (mobile) home being used as a temporary residential dwelling during the installation of a replacement mobile home or the construction of a stick-built dwelling unit.

### How much is the impact fee?

<b>Chapel Hill- Carrboro City Schools District</b>				
	<u>Effective</u> <u>January 1, 2009</u>	<u>Effective</u> <u>January 1, 2010</u>	<u>Effective</u> <u>January 1, 2011</u>	<u>Effective</u> <u>January 1, 2012</u>
Single Family Dwelling	\$6,092	\$7,616	\$9,520	\$11,423
Single Family Attached	\$3,525	\$4,406	\$5,508	\$ 6,610
Multifamily	\$ 686	\$ 858	\$1,072	\$ 1,286
Manufactured Homes	\$2,634	\$3,293	\$4,116	\$ 4,939

<b>Orange County Schools District</b>				
	<u>Effective</u> <u>January 1, 2009</u>	<u>Effective</u> <u>January 1, 2010</u>	<u>Effective</u> <u>January 1, 2011</u>	<u>Effective</u> <u>January 1, 2012</u>
Single Family Dwelling	\$3,000	\$3,749	\$4,686	\$ 5,623
Single Family Attached/ Multifamily	\$ 930	\$1,162	\$1,453	\$ 1,743
Manufactured Homes	\$1,428	\$1,785	\$2,232	\$ 2,678

### When do I pay the Impact Fee?

The impact Fee must be paid before the power company may install the meter on the structure for 30, 60, 90 day temporary power or for permanent power upon completion of the project.

Please be sure to have your permit number with you when you come to pay the impact fee to insure that credit will be made to the correct account.

## **HOUSING UNIT TYPES:**

For the purposes of school impact fee analysis and calculations, the following housing type categories were used. A brief description of each housing category is provided.

**Single Family Detached:** a detached building located on a single lot containing one dwelling unit. In situations where an accessory dwelling unit (i.e., a “mother-in-law suite” or “granny flat”) is located on the same lot, the principal dwelling is categorized as a Single Family Detached Dwelling.

\*Examples of single family detached dwelling are site-built houses and modular houses.

**Single Family Attached:** a group of dwelling units which share common floor-to-ceiling wall or share the wall of an attached garage or porch with an adjacent dwelling and in which all units have a ground-floor living space. Units are individually owned or intended to be individually owned after initial sales are complete.

\*Examples of single family attached dwellings are duplexes, triplexes, townhouses, row houses and condominiums in which all units have a ground-floor living space.

**Multifamily:** a group of dwelling units which share a common floor-to-ceiling wall with an adjacent dwelling. All units may not have a ground-floor living space. Units may be individually owned (as is the case with condominiums) or may be owned by one entity and rented/leased to tenants. Also included in that category are dwelling units located above ground-floor non-residential (i.e., retail or office) uses. In situations where an accessory dwelling unit (i.e., a mother-in-law suite, granny flat or efficiency apartment) is located on the same lot as principal dwelling, the accessory dwelling unit is categorized as a multifamily dwelling provided the accessory dwelling unit is categorized as such by the local zoning code (i.e., less than 750-800 square feet, depending on the specifics of local code).

\*Examples of multifamily dwellings include apartments, condominiums in a multi-story building in which all units do not have a ground-floor living space, mother-in-law suites and granny flats located on a lot containing a separate principal dwelling, and dwellings located above non-residential uses.

**Manufactured Home:** a dwelling built in a factory in accordance with the federal Manufactured Home Construction and Safety Standards, commonly referred to as the “HUD” Code.

\*Examples of manufactured homes are single-wide, double-wide, and triple-wide “mobile” homes.

**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  
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)**

*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 on New Single Family Dwellings and for Improvement Projects \$30,000 and above where the Owner is Not the Occupant**

**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**

## **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](http://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		
			<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	Hycro Creek	20,000	NA	NA	NA	NA	
	South Hycro 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 Permits**

**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:
<input type="checkbox"/> Self-haul ( <b><i>If property owner; no contractors or subs</i></b> )	<input type="checkbox"/> Jobsite separation of regulated recyclables
<input type="checkbox"/> Licensed Hauler	<input type="checkbox"/> Mixed recycling facility (list below if known)
Name of licensed hauler _____	_____

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_