

DOCUMENTS REQUIRED TO OBTAIN RESIDENTIAL *POOL* 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 West Margaret Lane Suite # 100 Hillsborough, N.C. 27278 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:

- (a) 2 sets of Building plans for decks over 36 sq ft or a retaining wall over 4'.
(Engineering may be required for retaining walls.)
- (b) An elevation drawing of the child barrier fence and gate.

3) Site plan-need 2 copies – drawn to scale (see example) should include the following:

- (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
- (g) Location of child barrier (fence) showing gates swinging away from the pool.

4) If Cost of Construction is \$30,000 or more we need documentation showing proof of Workman's Compensation insurance for the General Contractor

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 permit will be issued.
- (c) 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 – 732-1270. Ext. 73

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.

RESIDENTIAL POOL PERMIT APPLICATION

Permit # _____ Date _____

PIN #: _____ TMBL #: _____ Total Acreage _____

Property Address: _____

Applicant: _____ Owner: _____

Address: _____ Address: _____

Phone _____ Phone _____

Email Address: _____ Mobile Phone: _____

Subdivision: _____ Lot Number: _____

Water Supply: _____ Well _____ Public Water _____ Community System

Sanitary System: _____ Septic System _____ Public Sewer _____ Community System

(ATTACH APPROVED COPY OF THE HEALTH DEPARTMENT AUTHORIZATION TO CONSTRUCT OR EXISTING SYSTEMS PERMIT)

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 ATTACHED SITE/PLOT PLAN)

Impervious Surface Coverage Proposed/Existing: _____ Square Feet

(Footprint of any proposed structures, driveways, sidewalks, etc...)

EXISTING STRUCTURES:

TYPE/USE	GROUND COVERAGE (SQ. FT.)	TOTAL LIVING AREA (SQ. FT.)

(IF MORE THAN 3 EXISTING STRUCTURES/BUILDING ARE LOCATED ON PROPERTY, PLEASE ATTACH ADDITIONAL INFORMATION)

PROPOSED PROJECT: _____

TYPE/USE	GROUND COVERAGE (SQ. FT.)	TOTAL LIVING AREA (SQ. FT.)

Total Disturbed Land Area to be Cleared or Graded: _____ Square Feet

Signature of Applicant: _____ Date _____

Signature of Owner: _____ Date _____

PLANNING OFFICE USE ONLY

Zoning District: _____ Date Received: _____ Received by: _____

Watershed Overlay: _____ Census Tract: _____

Required Setbacks (in feet): Front: _____ Rear: _____ Right Side: _____ Left Side: _____

Maximum Impervious Surface Allowed: Percent: _____ Sq. Ft.: _____ OK? YES/NO

Fire District: _____

APPROVED/DENIED FOR: _____ BY: _____ DATE: _____

Comments/Additional Information: _____

CANE CREEK, UNIVERSITY LAKE, and UPPER ENO WATERSHEDS ONLY:

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

**LIST CONTRACTOR/SUBCONTRACTORS THAT WILL BE DOING WORK.
SIGNATURES OF CONTRACTORS REQUIRED.**

FAXED COPIES WILL BE ACCEPTED—919-644-3347

Inspection results will be e-mailed to respective contractor if e-mail address is supplied.

General Contractor

License Number _____
Address _____ City/State/Zip _____ Class _____
Contact Person _____ E-mail: _____ Telephone _____
Contractor Signature: _____ Fax: _____

Electrical Contractor

License Number _____
Address _____ City/State/Zip _____ Class _____
Contact Person _____ E-mail: _____ Telephone _____
Contractor Signature: _____ Fax: _____

Plumbing Contractor

License Number _____
Address _____ City/State/Zip _____ Class _____
Contact Person _____ E-mail: _____ Telephone _____
Contractor Signature: _____ 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.

1. Work to be permitted (list square footage on all applicable items)

Pool _____sf Deck _____sf Retaining walls over 4' _____Yes _____No
(Engineering may be required)
Other (describe) _____

2. Type of Construction

_____Above Ground _____In Ground
_____Concrete _____Vinyl/Steel

3. a) Cost of electrical work _____ b) Will pool have underwater lighting fixtures? _____

4. What is the value of construction for project including labor and materials? _____

- 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 informati

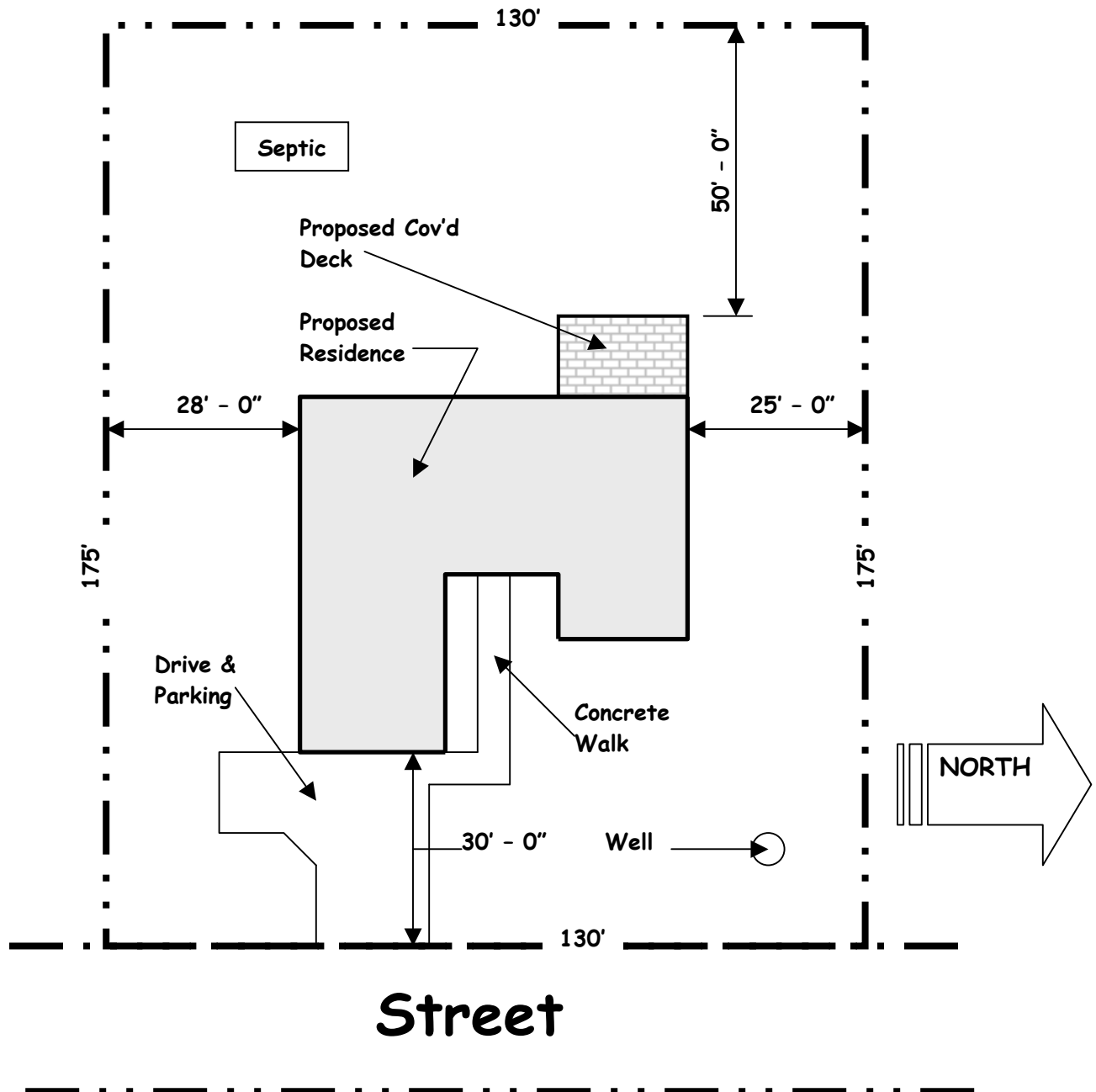
5. Proof of Workman's Compensation Insurance (must accompany application if applicable).

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')



ORANGE COUNTY PLANNING DEPARTMENT
131 W. 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: _____

AFFIDAVIT

I, _____, hereby declare that I am the property owner of a parcel of land located at _____ and plan to build _____ authorized by building permit #_____. I further plan to supervise all work and realize that I am totally responsible for all work performed. Work may be subcontracted to various persons, firms, corporations, etc. provided it is done in accordance to N.C. General Statutes. I understand that I am required to comply with all North Carolina State Building Codes and local rules and regulations.

I also understand that if structure is not intended solely for occupancy of the property owner for at least 12 months, I may be in violation of the State’s general contracting law. Furthermore, my permit may be subject to revocation and the N.C. General Contracting Board will be notified.

In the event that the building inspector shall require corrections to be made, I will assume full responsibility to insure that these are made. Upon completion of corrections I will call for a reinspection. I agree to comply with all Social Security Workers’ Compensation, Privilege Licenses, etc., where applicable.

Signed: _____

Date: _____

NORTH CAROLINA

_____ COUNTY

I, _____, Notary Public for said County and State, certify that _____ personally came before me on this day and acknowledged the due execution of the foregoing instrument.

Whereas my hand and official seal, this the _____ day of _____, 20_____.

Notary Public

My commission expires: _____, 20_____.

Orange County

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 Erosion Control 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.



Orange County Solid Waste Management

Recyclable Material Permit Application

#919-968-2788

Please read and understand the following terms:

- A Recyclable Material Permit is required before your Building Permit can be issued.
- Incomplete RM permit applications will not be considered & will be returned. It is the applicant's responsibility to resubmit the completed application before it can be considered.
- A permit applies only to the project listed below & is valid for as long as the related Building Permit.
- Non-adherence to permit conditions is a violation of the Regulated Recyclable Material Ordinance.
- Violations of the ordinance may result in Criminal or Civil Penalties or the revocation of a Recyclable Material Collectors' License, if applicable.
- A Collectors' License is required for hauling debris in vehicles larger than 9000 lbs GVW. Make certain that you or your hired waste hauler is licensed.
- Material Management Requirements:
 - **Clean Wood Waste, Scrap Metal, & Corrugated Cardboard must be separated for recycling.** Disposing of these materials at Orange County Landfill subjects the hauler to a surcharge doubling the tipping fee. Hauling these materials elsewhere for disposal in a landfill will result in Civil or Criminal penalties & may result in the loss of a Recyclable Material Collector's License. Facilities exist at Orange County Landfill to recycle these materials at reduced or zero tip-fees. **Do not use public recycling centers.**
 - **Certified recycling facilities** may be used as an alternate to the source-separation requirement. For a current list of certified facilities, contact the Orange County Solid Waste Management Department at #919-968-2788.
 - **Construction & Demolition Debris** may not be disposed of through open burning.
 - **Yard Waste** is banned from burial at Orange County Landfill. Disposing of this material subjects the hauler to a surcharge doubling the tipping fee. Facilities exist at Orange County Landfill for recycling this material at reduced tip-fees
 - **Appliances & Tires** are banned from burial in landfills in the State of North Carolina. Facilities exist at Orange County Landfill for recycling these materials at reduced tip-fees.
- Solid Waste Department enforcement staff may enter the jobsite to inspect waste collection areas.
- If Solid Waste Enforcement Staff observes waste mixed with Regulated Recyclable Material on the jobsite, a "Verification Tag" will be left visibly on the container. The Verification must be submitted to a Certified Recycling Facility.
- Your permit application will be reviewed & a decision will be made within 10 working days.
- The Recyclable Material Permit must be kept in the permit box for the duration of the project.

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

_____ Date: _____

APPLICANT INFORMATION:

Project _____ TMBL/Parcel# _____

Applicant: _____ Owner: _____

Address: _____ Address: _____

Contact # _____ Contact # _____

JOB SUMMARY: Please explain briefly what this project entails. (i.e. Demolish existing 1200 ft² home & build 3500 ft² home w/deck.)

SITE PREPARATION WASTES: (Land clearing, demolition, deconstruction). If any structure to be demolished is >500 ft², it must be assessed for deconstruction possibilities. Contact Solid Waste at 919-968-2788 to arrange assessment.

Please describe the structure to be removed (include square footage): _____

____ No structure(s) will be removed (proceed to Construction Waste Section) Could the structure be moved from the site? ____yes ____no

Has the sale or donation of the structure been considered? ____yes ____no Please explain: _____

How will the structure be removed otherwise? _____

What is the timetable on removal of the structure? _____

Are there salvageable materials (hardwood floors, fixtures, molding, etc.) than can be removed for reuse prior to demolition? ____yes ____no ____ Don't Know
Please list. Use back of sheet if necessary:

MATERIAL COLLECTION, TRANSPORTATION, AND DISPOSAL: Bulk Containers (Dumpsters) County Ordinance requires that any bulk waste container be labeled to define what materials are intended or prohibited from being deposited in them & be serially numbered. Hauling Licenses are required for vehicles greater than 9000 GVW in Orange County. Ensure that your waste hauler is licensed. You may contact Orange County Solid Waste for a list of licensees at #919-968-2788. **Check the method(s) of waste collection & waste hauling you will use below:**

<p>Check method of waste collection & waste hauling you will use:</p> <p><input type="checkbox"/> Self-haul</p> <p><input type="checkbox"/> Licensed Hauling contractor (list hauling contractor below):</p> <p>_____</p>	<p>Check the method of waste Management you will use:</p> <p><input type="checkbox"/> Jobsite Separation of Recyclables</p> <p><input type="checkbox"/> Mixed Recycling Facility (list facility below)</p> <p>_____</p>
--	--

CONSTRUCTION WASTE: During the construction phase there are multiple options for recycling building materials. **Regulated materials (clean wood waste, scrap metal & corrugated cardboard) generated in Orange County must be recycled.** Although other materials are not required to be recycled, you are highly encouraged to do so. One of the best methods of recycling is to separate the materials on the jobsite. You may also combine materials for delivery to a certified recycling facility.

- (1) CLEAN WOOD WASTE:** (required by ordinance to be recycled)
- No clean wood waste (proceed to #2)
 - Segregated for on-site recycling collection
 - Recycle at Orange County Landfill (reduced tip fee charged)
 - Saved & used on future jobs
 - Separated for private salvage or charity
 - Certified Commingled Recycling Facility
 - Other _____

- (2) METAL SCRAP:** (required by ordinance to be recycled)
- No metal waste (proceed to #3)
 - Segregated for on-site recycling collection
 - Recycle at Orange County Landfill (reduced tip fee charged)
 - Segregated for hauling to scrap dealer by general contractor
 - Segregated for hauling to scrap dealer by sub-contractor
 - Certified Commingled Recycling Facility
 - Other _____

- (3) CONCRETE, BRICK ,BLOCK or other aggregate materials:**
- No aggregate materials (proceed to #4)
 - Recycled as scrap at an aggregate producer
 - Used on or off site: Describe Use _____
 - Construction & demolition debris landfill (C&D)
 - Land clearing & inert debris landfill (LCID)
 - Other _____

- (4) CORRUGATED CARDBOARD:** (required by ordinance to be recycled)
- No cardboard waste (proceed to #5)
 - Segregated for on-site recycling collection
 - Recycle at Orange County Landfill (no tip fee charged)
 - Segregated for hauling to paper dealer by general contractor
 - Segregated for hauling to paper dealer by sub-contractor
 - Certified Commingled Recycling Facility
 - Other _____

- (5) DRYWALL:**
- No drywall waste will be produced (proceed to #6)
 - Segregated for on site recycling collection
 - Used on site as agricultural supplement
 - Disposed in an approved landfill
 - Certified Commingled Recycling Facility
 - Other _____

- (6) OTHER MATERIALS:**
- No other wastes will be produced
 - Please specify other wastes that will be produced & how they will be managed:
 - Plastics (including vinyl & shrink-wrap: _____
 - Carpet & padding: _____
 - Shingles: _____
 - Fixtures (sinks, tubs, lighting, etc.) _____
 - Other _____

RECYCLING AFTER OCCUPANCY: Check materials that will be generated once the structure is ready for occupancy:

- Standard: glass bottles, metal cans, newspaper, glossy magazines, #1 plastics, #2 plastics
- Corrugated Cardboard (not including waxed or single layer cardboard)
- Mixed Paper: junk mail, cereal boxes
- Office paper: white or colored copy paper, confidential papers
- Restaurant: food wastes, cooking oil, disposable dining ware
- Other Plastic: #5, #7
- Businessspecific wastes: (please describe) _____

FOR OFFICE USE ONLY:	
Approved by _____	Date _____