

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 need 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) 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 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 – 732-1270.

- 5) 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.

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 BUILDING 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 & FLOOD PLAIN DEVELOPMENT (check one)

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

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: _____ 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.

Mechanical Contractor

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

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

Frame house First floor _____ sf Second floor _____ sf Third Floor _____ sf Attached Garage _____ sf
 Garage _____ sf Room Addition _____ sf Deck _____ sf Porch _____ sf Basement _____ sf
 Accessory building _____ sf Modular on-frame (see note 2 & 3) _____ sf Modular off-frame _____ sf
 Duplex _____ sf Townhome _____ sf Pool _____ sf (Retaining walls over 4' require plans for review)
 Other (describe) _____

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

____ Wood Frame ____ Masonry ____ Geodesic Dome
 ____ Log Construction ____ Metal Frame
 ____ Other (Specify) _____

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

____ Crawlspace: (ventilated/sealed) **Please check one** ____ Basement* (unfinished/finished) **Please circle one**
 ____ Masonry ____ ICF
 ____ Wood* ____ Superior Walls* ____ Poured concrete*

4. Total number of rooms excluding bathrooms: _____ Number of bedrooms: _____
 Number of bathrooms: _____ Height of proposed structure _____ feet;
 Number of stories _____

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 check) Stucco Fiber Cement Veneer Vinyl Wood Other _____

6. Number of plumbing fixtures (new or replaced on this project) _____

7. Proposed use of addition (if applicable)

____ Bedroom _____ Den
 ____ Kitchen _____ Recreation Room
 ____ Bathroom _____ Other (specify) _____

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

____ Gas _____ Natural Gas _____ LP
 ____ Oil _____ Electric _____ Gas Logs
 ____ How many units? _____ Extend Existing duct work _____ Radiant Floor Heat (requires H-1 Mechanical license)

9. Will any of the following be installed? How Many?

____ Pre-fabricated fireplace (gas/wood) _____
 ____ Masonry fireplace _____
 ____ Wood stove (will need copy of installation manual) _____
 ____ New chimney _____ Existing chimney

10. Cost of electrical work _____

11. What type of electrical system is being installed?

____ 100 amp single phase _____ Extend existing wiring
 ____ 200 amp single phase _____ Other (Specify) _____
 ____ 400 amp single phase _____ generator _____ amps
 ____ Adding additional electrical fixtures and/or outlets
 ____ Service change from _____ amp to _____ amp

12. POWER COMPANY SERVING PROPERTY (please check one)

PIEDMONT (REA) DUKE DURHAM DUKE BURLINGTON CP&L

13. Will a temporary electrical service pole be needed (saw service)? _____ Yes _____ No

14. What is the value of construction for project 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.

14A. Accessed value of existing structure _____

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

14B. This permit [is] [is not] a substantial improvement/damage repair floodplain development.

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

Notes:

Within the State of North Carolina, a moving permit 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 a lot or park in Orange County. **Please attach a copy of moving permit to permit application.***

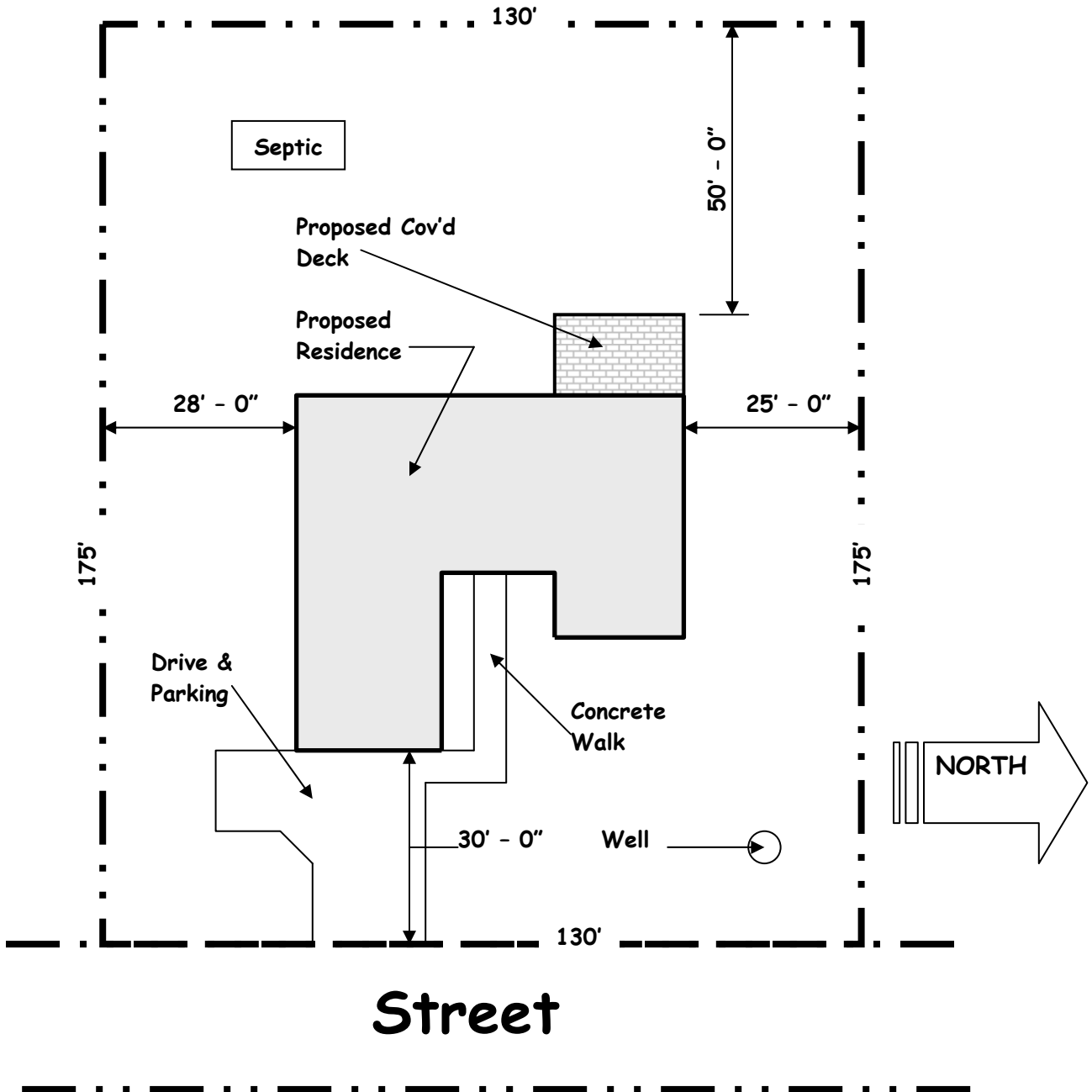
State law [G.S. 143-139.1] requires that any person or corporation that undertakes to erect a modular building (other than the property owner) must have a valid N.C. General contractor's License or provide the local building official with a valid \$5,000.00 Surety Bond for each modular building to be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

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')



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 or 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?

Chapel Hill- Carrboro City Schools District				
	<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

Orange County Schools District				
	<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.

**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)

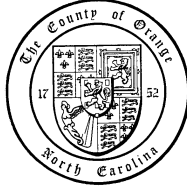
(printed name)

Title _____

Address _____

N.C. Resident Agent

ORANGE COUNTY BUILDING INSPECTIONS
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: _____

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 State Building Code (unless exempted by G.S. 87-1), 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.

ORANGE COUNTY BUILDING INSPECTIONS DIVISION
Susan U. Mellott, 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
Sworn to (or affirmed) and Subscribed before me
This ____ day of _____, 20____

Date

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)

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>
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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
- Business Specific Waste: (please describe) _____
- _____
- _____

FOR OFFICE USE ONLY:	
Approved by _____	Date _____