

DOCUMENTS REQUIRED TO OBTAIN A COMMERCIAL BUILDING PERMIT

- A completed copy of the commercial building permit application. Include the following:
 - Signatures from all contractors: building, electrical, plumbing and mechanical
 - Type of use/occupancy
 - Cost for project
- Three sets of plans are required to be submitted to Building Inspections for all new construction, additions, renovations, repairs, restorations or moving of buildings.
 - If you are in the Town of Hillsborough's jurisdiction, please submit (2) sets of plans to Building Inspections and contact Jerry Wagner, Hillsborough Fire Marshal, at 919-732-1270, ext. 76 about the submittal requirements/fees for his department.
 - If you are converting or changing the use/occupancy of a building, you will need to provide plans of the existing facility (to scale), as above, for County and Town of Hillsborough projects, with rooms labeled, by use.
 - If your project exceeds \$90,000 or exceeds 2500 sq. ft. the plans must be sealed plans. (General Statute requires that plans that are submitted bear the seal of a registered design professional and include the name and address of the business entity with whom the registered design professional is affiliated.) If you are unsure of whether you will need sealed plans, please contact the Inspections Division for assistance.
 - **ASBESTOS:** The Health Hazards Control Unit (HHCU) of the NC Department of Health & Human Services, Division of Public Health, requires by law, notification of demolition/renovations to existing buildings even if no asbestos is present in the building. Please review the guidelines for asbestos in relation to demolition/renovations for your project at www.epi.state.nc.us/epi/asbestos/ahmp.html and supply a copy of the asbestos report to Building Inspections for the permit file.
- Zoning permit/site plan approval from the Town of Hillsborough or the Orange County Planning Department
- Proof of workers' compensation
- Recyclable material Permit Application
- If the project is on a septic system, authorization from Environmental Health is required.
- Plan review submittal to Environmental Health for projects involving food handling operations, day cares, lodging, etc. (If you are unsure whether this requirement applies to your project, please contact Environmental Health.)

COMMERCIAL BUILDING PERMIT APPLICATION FORM

Permit # _____

Date _____

PIN #: _____

TMBL #: _____

Total Acreage _____

Property Address: _____

Applicant: _____

Owner: _____

Address: _____

Address: _____

Phone _____

Phone _____

Email Address: _____

Mobile Phone: _____

Subdivision Name: _____

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 FORM

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:

UNIVERSITY LAKE WATERSHED 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. Must be supplied before permit will be accepted.
 Inspection results will be emailed to respective contractor if email address is supplied.**

1. Name of Power Company serving property: **Piedmont (REA)** **Duke Durham** **Duke Burlington** **CP&L**
 (Please circle one)

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: _____

Mechanical Contractor

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

Example

2. Existing Use: _____ Existing: Mercantile
 Proposed Use: _____ Proposed: Institutional

3. Work to be permitted: (describe in detail with square footages)

4. Proposed use of addition (if applicable)
 (specify use of each area)

5. Classification by USE and OCCUPANCY (Determine appropriate classification and check space beside description)

_____ ASSEMBLY Groups A-1, A-2, A-3, A-4 and A-5

Use of building or structure, or portion thereof, for the gathering of persons for purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation. **A-1** Uses with fixed seating, such as Motion picture theatres, television and radio shows admitting an audience or theaters. **A-2** Uses intended for food and/or drink consumption, such as: banquet halls, nightclubs, restaurants, taverns and bars. **A-3** Uses intended or worship, recreation, or amusement. **A-4** Uses intended for indoor sporting events, with spectator seating. **A-5** Uses intended for participation in or viewing outdoor activities: such as, bleachers, grandstands or stadiums.

_____ BUSINESS

Use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts.

_____ EDUCATIONAL

Use of building or structure or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade. Day Care classified as Educational if providing supervision, education or personal care for more than five children but less than 100, older than 2 1/2 years of age, located on the level of exit discharge with exits direct to the exterior.

_____ FACTORY Groups F, F-1, F-2

F - Use of building or portion thereof for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations not classified as Hazardous Occupancy. **F-1** Moderate-Hazard Occupancy, uses such as Aircraft, Woodworking etc., **F-2** Low-Hazard Occupancy, uses such as manufacturing of nonalcoholic beverages, brick and masonry and ice.

_____ HIGH-HAZARD Groups H-1, H-2, H-3, H-4 and H-5

Use of building or structure or portion thereof, that involves the manufacturing, processing, generation or storage of materials that contain a physical or health hazard in quantities in excess of those found in Tables 307.7(1) and 307.7(2). Also, see definition of "control area".

_____ INSTITUTIONAL Groups I-1, I-2, I-3, I-4

Use of a building or structure, or portion thereof, in which people having physical limitations because of health or age are harbored for medical treatment or other care or treatment, or in which people are detained for penal or correctional purposes or in which the liberty of the occupants is restricted. **I-4** Use of building or structure occupied by persons of any age who receive custodial care for less than 24 hours by individuals not related and not in private home of person cared for. Places of worship during religious services not included.

_____ MERCANTILE Group M

Buildings and structures or a portion thereof, for the display and sale of merchandise, and involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public. Mercantile occupancies shall include, but not be limited to Department Stores, Drug Stores, Markets, Motor Vehicle Service Stations, Retail or Wholesale Stores and Sales Rooms.

_____ RESIDENTIAL Groups R-1, R-2, R-3, R-4

Use of a building or structure, or a portion thereof, for sleeping accommodations when not classed as an Institutional Group 1. **R-1** residential occupancies where the occupants are primarily transient in nature (less than 30 days) including Boarding Houses (transient) and Hotels (including motels). **R-2** residential occupancies containing more than two dwelling units where the occupants are primarily permanent in nature, including Apartment house, Boarding houses (not transient), Convents, Dormitories, Fraternities and sororities. **R-3** residential occupancies where the occupants are primarily permanent in nature and not classified as R-1, R-2 or I and where buildings do not contain more than two dwelling units, or adult and child care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours. **R-4** residential occupancies shall include building arranged for occupancy as Residential Care/Assisted Living Facilities, or adult and child day care facilities that provide accommodation in a residence occupied as a home by the caregiver for persons of any age for less than 24 hours, including more than five but not more than 16 occupants, excluding staff.

_____ STORAGE Groups S, S-1, S-2

Group **S**, use or building or portion thereof, for storage not classified as a hazardous occupancy. **S-1** Uses for storage such as aerosols, clothing, furniture and motor vehicle repair garages. **S-2** uses of buildings for the storage of noncombustible materials such as products on wood pallets or in paper cartons, glass bottles, alcoholic beverages up to 12%, food products or appliances.

_____ UTILITY AND MISCELLANEOUS

Buildings and structures of an accessory character and miscellaneous structures not classified in any specific occupancy such as: aircraft hangars, agricultural buildings, greenhouses, tanks, etc.

MECHANICAL

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

Gas Natural Gas LP
 Oil Electric Other (specify) _____

How many units? _____

7. Will commercial ventilation and exhaust system be installed? Yes No (Includes fans, blowers and duct system for removal of dust, gases)

If yes, specify the number of units and type _____

ELECTRICAL

8. What type of electrical system is being installed?

amp phase
 Extend existing wiring
 Adding additional electrical fixtures and/or outlets
 generator amps
 Service change from amp _____ to amp _____

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

10. What is the cost of electrical work? _____

PLUMBING

11. Number of plumbing fixtures _____

12. Will sprinkler be installed? YES NO

CONSTRUCTION COST

13. What is the total cost of construction for project including labor and materials (exclude cost of land)? _____

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

15. **When required, Appendix B must be completed and placed on the building plans.**

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 contractor(s), who has/have no employees and has waived in writing their right to coverage by their contractor or have their own policy of workman'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 and/or waivers of workers' compensation insurance coverage 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 plant 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.

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 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 Address: _____ 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:**

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

FOR OFFICE USE ONLY:	
Approved by _____	Date _____