



How to I get started?

You will need to:

- ⇒ Obtain approval from the Orange County Planning and Zoning department,
- ⇒ Obtain approval from the Orange County Environmental Health Department (if the property is on a private well and/or septic system)
- ⇒ Obtain approval from the Town of Hillsborough (if within the Town's jurisdiction)
- ⇒ Complete a Building Permit application for your project.
- ⇒ Provide with the permit application a project plan that includes the floor plan and any construction elements known at this time.

Orange County Inspections

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Protocol for Projects constructed without a Permit



Tel: 919-245-2600



How may I proceed with this project?

Orange County Inspections Department wishes to ensure a safe and healthy community. We work hard to inspect and verify construction projects meet the current minimum safe Building Code standards. Projects that were finished or constructed without permits will be evaluated under these same standards, to minimize potential hazards and safety concerns.

This process will most likely involve extensive work on the applicant's part to prepare the project for the necessary inspections and possible corrections or repairs that may be needed.

You may be asked to:

- Dig around to expose footings or have a licensed Design Professional certify Code compliant installation,
- Dig beside foundations and slabs to expose construction methods,
- Remove exterior siding to expose weather resistant membrane and window / door installation,
- Decks low to the ground may need decking removed to verify framing and attachments.

- Remove exterior brick at lintels and wall sections to verify flashing, ties for the wall connections,
- Remove finish from concealed ceilings and framing of porches and similar,
- Dig to expose any utilities buried in trenches,
- Remove wall and ceiling finishes of interior to fully expose the construction,
- Remove floor coverings, if the required elements are not exposed and accessible,
- All electrical, mechanical and plumbing systems must be exposed and made accessible for testing, verification and approval,
- All installed devices for plumbing, Electrical and Mechanical must meet current Code requirements,
- Elements that do not meet the minimum code standard must be replaced or evaluated by a Design Professional to certify alternative materials or methods.

This is not an exhaustive list of the actions that may be necessary to verify a project meets the current minimum Code standards.

The permit fees for work done without a permit may be doubled.

All projects that involve finished spaces that were previously "roughed-in" will require supporting documentation to establish what elements were originally provided. In the absence of such documentation, these projects will be looked at as minimally "roughed-in".

You will be asked to provide the means for the Code Official to perform his duties.

Certificates of Occupancy will be issued for all projects that meet the minimum Code standard, as verified by the Code Official through the inspection process.

No guarantee of approval is given and Certificates will not be issued for projects that are noted to have deficiencies that are not corrected or remediated.