

# Central Permitting Roadmap

Starting a new construction project and navigating the permitting process can be exciting and overwhelming for first time applicants/property owners. While there is no one-size-fits-all guide, here you will find a general overview of the required permits and approvals to obtain a building permit. This step-by-step guide is to help assist residents in collecting relevant information in submitting a building permit. These steps are not required prior to submitting a permit application but are encouraged. County staff are available to help you navigate this process.

**Contact a Property Development Specialist for more information at 919-245-2600.**

Properties located within the Towns of Chapel Hill, Carrboro, or City of Mebane, have their own Planning and Inspections Departments. Please contact them directly for permitting requirements and questions related to zoning, building inspections, and stormwater. Properties located within the Town of Hillsborough shall contact the town for questions related to zoning and stormwater.

1	<p><b>PLANNING &amp; ZONING</b> <i>(New construction, footprint changes &amp; some renovations)</i></p> <p>Confirms land use and proposed building is allowed in a zoning district. Regulations include: building setbacks from property lines, built upon area (impervious surface), and stream buffers for building permits, zoning compliance permits, and home occupation permits.</p> <p><b>Orange County Planning Department: 919-245-2575 or <a href="mailto:planningapps@orangecountync.gov">planningapps@orangecountync.gov</a></b></p>
2	<p><b>BUILDING INSPECTIONS</b> <i>(Licensing and code compliance)</i></p> <p>Verifies Contractor Licensing &amp; Construction Plans meet State Code Compliance. Issues Building Permits for rural Orange County and Town of Hillsborough.</p> <p><b>Orange County Building Inspections: 919-245-2600 or <a href="mailto:ocbuildingpermit@orangecountync.gov">ocbuildingpermit@orangecountync.gov</a></b></p>
3	<p><b>WATER &amp; SANITARY WASTE</b> <i>(New construction, footprint changes &amp; some renovations)</i></p> <p>Water and Sanitary Waste can be via private well &amp; septic system or from a Public Utility provider. Verify your provider and that the proposed project is compliant with system requirements/setbacks.</p> <p><b>PRIVATE ONSITE WELL &amp; SEPTIC:</b>  <b>Orange County Environmental Health: 919-245-2360 or <a href="mailto:ehapplications@orangecountync.gov">ehapplications@orangecountync.gov</a></b></p> <p><b>PUBLIC UTILITIES:</b></p> <p>Town of Hillsborough Utilities: 919-296-9630      Orange Alamance Water: 919-563-6212              City of Mebane Public Utilities Dept: 919-563-5901      Durham County Utilities Division: 919-560-9033</p>
4	<p><b>EROSION CONTROL</b> <i>(New construction, footprint changes)</i></p> <p>Oversees and/or coordinates Federal, State and County Erosion &amp; Sedimentation Control requirements throughout Orange County (<b>all jurisdictions</b>) for land disturbance and stream and floodplain protection.</p> <p><b>Orange County Erosion Control: 919-245-2588 or <a href="mailto:erosioncontrol@orangecountync.gov">erosioncontrol@orangecountync.gov</a></b></p> <p><b>STORM WATER (Jurisdiction Specific):</b> <i>(New construction, footprint changes)</i></p> <p>Oversees Federal, State and County Stormwater Management requirements.</p> <p><b>Orange County Stormwater: 919-245-2583</b></p>
5	<p><b>FIRE MARSHAL</b> <i>(Access and commercial permits)</i></p> <p>Inspects and issues permits for commercial properties and 911 access. Rural Orange County &amp; Town of Hillsborough.</p> <p><b>Orange County Fire Marshal: 919-245-6100</b></p>
6	<p><b>Apply for Building Permit</b></p> <p>Applications are available online at <a href="http://www.orangecountync.gov/Applications">www.orangecountync.gov/Applications</a>. Completed applications may be submitted at <a href="mailto:ocbuildingpermit@orangecountync.gov">ocbuildingpermit@orangecountync.gov</a>.</p>

