

# BUILDING INSPECTIONS PERMIT PROCEDURE

## I. FOR ADDITIONS OR NEW CONSTRUCTION, A BUILDER IS REQUIRED TO SUBMIT TO THE INSPECTIONS AND ZONING DIVISIONS:

- A. Two (2) sets of residential plans.
  - A. Three (3) sets of commercial plans. } [WHICHEVER IS APPROPRIATE]
- ADDITIONALLY -**
- B. Two (2) copies of plot plans;
  - C. **PRIOR TO FOUNDATION INSPECTION**, One (1) digital (DXF format) copy of building footprint;
  - D. Workman's Compensatory Affidavit or Certificate of Insurance;
  - E. A Completed Town of Carrboro Building Permit Application;
  - F. A Completed Town of Carrboro Land Use Application; and
  - G. Orange County Health Department Permit; if applicable.
  - H. Driveway permit from NCDOT and/or the Town.

## II. THE INSPECTORS REVIEW THE INFORMATION FOR THE FOLLOWING:

- A. Building permits are checked for all (general and sub) contractors' license numbers.
- B. Correct, PRINTED names and addresses with signatures of all (general and sub) contractors.
- C. Compliance with all General Statutes.
- D. Town privilege license number; if applicable.
- E. Fees are calculated and posted on permit.
- F. Permit is checked for applicable impact fees. **[Impact fees are required by Orange County on all residential units.]**
- G. Building plans are reviewed for compliance with the North Carolina State Building Code; Electrical, Plumbing, Mechanical, and Building.
- H. If all requirements are met; the contractor is contacted and informed of the fees owed and told that the permit is ready.

## III. PLEASE BE AWARE – MANDATORY INFORMATION:

1. **ALL INFORMATION REQUESTED ON THE PERMIT IS TO BE IN PRINTED AND/OR TYPED FORM; THIS WILL ENSURE THAT THE INFORMATION IS LEGIBLE AND CAN BE EASILY TRANSFERRED TO THE DATABASE.**
2. **ALL THE APPLICABLE INFORMATION REQUESTED ON THE PERMIT IS TO BE COMPLETED BY THE RESPONSIBLE PARTY.**
  - i.e.*; **ADDRESSES** are to consist of **COMPLETE STREET ADDRESS, CITY, STATE, & ZIP CODE.** **TELEPHONE NUMBERS** are to consist of **AREA CODE & TELEPHONE NUMBER.**

**ANY AND ALL APPLICABLE INFORMATION IS TO BE COMPLETED IN ITS ENTIRETY.**