



SECTION 10.02

Building Permit Procedures

New construction or renovations to a residence or business may need a Building Permit before proceeding with any type of work.

Building Permit Procedures:

Expected Review Time: Approximately 5-10 business days

Primary Processing Department: Building Codes Enforcement

Departments Involved in Building Permit review process: Building Codes Enforcement, Planning & Zoning, Engineering

Notes:

- Residential applications must be accompanied by two (2) Engineered sets of complete drawings (min. 3/16 scale) with current engineer seal, appendix J: Prescriptive Compliance Worksheet, and site plan.
- Non-residential applications must be accompanied by three (3) Engineered sets of complete drawings along with building code summary sheet, and energy data sheet.
- If applications are signed by anyone other than the subcontractors a letter of authorization must be submitted from the subcontractor.
- A current copy of workers' compensation policy must be on file.
- All questions regarding Building Permit and Application procedures can be answered at 557-3914.

Application Process:

1. All applications must be filled out in full, including the subcontractor's state and current local license numbers, the total square footage (**including porches and decks**) of the proposed structure(s), and total cost of construction, and submitted to the Department of Building Codes Enforcement. **(Incomplete applications will not be accepted)**
2. All required fees must be paid prior to any inspections, if there are any changes to the permit or application after the permit has been processed.
3. Water meter will be installed within one to two days after permit is issued.
4. **Erosion & Sedimentation Control Requirements:**
 - Erosion control devices are required on all lots regardless of the amount of disturbed area.
 - Clearing and grubbing of lots shall not be permitted until after the building permit is issued.
 - If land disturbance exceeds 20,000 square feet, a separate Environmental Development Permit will be required. The total disturbed area can be based on multiple lots in one phase of a subdivision that are owned by the same builder. [Amended Resolution 15-26]*
5. Receipt of a Certificate of Compliance for preliminary soil erosion and sediment control from the Engineering Department is required prior to issuance of any building permits; *see section 10.01 for more information regarding the Certificate of Compliance.*

Scheduling Building Codes Enforcement Inspections:

Contact Building Inspection: Phone: 919-557-3915 Fax: 919-557-7551

1. All inspections are to be scheduled one (1) day in advance; the inspection will then be scheduled for the earliest available date.
2. Inspections may be called in or faxed.
3. When scheduling an inspection, give the Permit Number, lot number and type of inspection requested. All scheduling must be done through the clerk's office.
4. All cancellations must be done before 9 am on date of the inspection.
5. All power and gas inspections are faxed in at 4 PM each day to the proper utility.
6. All inspections will be scheduled separately.
7. Before the framing inspection can be scheduled, all other trades must be completed and signed off.
8. When scheduling an inspection, be sure inspection is ready at the time of request.
9. Foundation survey must be on file prior to scheduling a floor system inspection, or any rough-ins for slab homes. Surveys must be in the office by 5 PM at least two days prior to scheduled inspection.
10. A Certificate of UDO Compliance must be obtained from the Department of Planning & Zoning before a Certificate of Occupancy is issued. Please Section 10.03 of this manual for more information.
11. Fire Prevention Inspections for non-residential occupancies must be scheduled within thirty (30) days after certificate of occupancy is issued.

Inspection Procedures:

The following must be provided on the site at the time of inspection.

1. Inspection box and card must be located at the street, with the correct lot number posted.
2. Approved stamped set of plans must be in the box, along with truss and TJI documents if used.
3. Any requested engineer letters must be provided at the time of inspection. Engineer letters must have the correct lot number and subdivision stated on the letter, with engineer seal and signature. (***Generic Letters will not be accepted.***)
4. Appropriate erosion and sediment control measures (residential construction entrance and silt fence on the low side of the lot, installed to the *Holly Springs Engineering Design and Construction Standards*) must be installed prior to the footing inspection.
5. Port-a-johns must be provided by the time of the foundation inspection.
6. Handrails and guardrails must be provided on stairs and balconies during rough-ins.
7. Safe entry must be provided into structure. (No ramps)
8. All firestopping will be inspected at the framing stage.

Re-inspection Fees:

A reinspection fee will be charged in accordance with the Town's Fee Schedule on all of the following but not limited to:

1. Job not ready for inspection. (Seven (7) or more violations)

2. Any of the above policies violated.
3. For building code violations that will not be seen at next inspection

Residential Lots with Environmental Concerns:

Lots with environmental concerns will be identified during the Construction Drawing and Erosion and Sedimentation Control Plan review process. Once identified, Engineering Department staff shall notify the Department of Inspections with a description of the environmental concern located on the lot. These lots may include, but are not limited to, having any of the following items present: Neuse River Riparian Buffer, Town designated riparian buffers, 100 year flood plain, 100 year backwater or steep slopes.

1. All lots flagged with environmental concerns shall be provided with **Yellow** inspection cards to identify their special designation.
2. Engineering Department staff shall review and approve (by signature) both the site plan and foundation survey for all identified lots to comply with Town ordinances and the *Holly Springs Engineering Design and Construction Standards*.
3. Environmental Inspection: At site plan approval, Engineering Department staff may also request additional environmental inspections needed for the site depending on the environmental features present on the site.
4. Homeowner Educational Packets: Subdivision developers are required to provide educational packets to all landowners in the subdivision with Stream Buffers are present on their property or Stormwater Best Management Practices that require long term Operation & Maintenance from the property owner or Homeowners Association. [Amended Resolution 15-26]*

Next Step:

Obtain Certificate of Occupancy

(Please see Section 10.05 of the Manual for information on obtaining the Certificate of Occupancy.)