



Town of Zebulon

Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597

Phone: (919) 823-1810 Fax: (919) 269-6200

www.townofzebulon.org

Expectations and Reminders

We appreciate and thank you so much for your business with the Town of Zebulon!! Please carefully read the following Expectations and Reminders for moving your project forward.

The following documents are required to be placed in a weatherproof permit box in a dry and accessible location visible from the street throughout the entire course of construction project, as failure to do so will result in a rejection of your requested inspection:

*(*Excessive mud does not constitute an accessible location)*

- ❖ Permit Placard
- ❖ Approved permit application
- ❖ Approved scope of work (when required)
- ❖ Approved Zoning Permit where applicable (when required)
- ❖ Town stamped and approved jobsite plans where applicable (when required)
- ❖ Lien certification where applicable
- ❖ All other supporting documentation

§ 160A-418. Time limitations on validity of permits.

A permit issued pursuant to G.S. 160A-417 shall expire by limitation six months, or any lesser time fixed by ordinance of the city council, after the date of issuance if the work authorized by the permit has not been commenced. If after commencement the work is discontinued for a period of 12 months, the permit therefor shall immediately expire. No work authorized by any permit that has expired shall thereafter be performed until a new permit has been secured. (1969, c. 1065, s. 1; 1971, c. 698, s. 1.)

§ 160A-419. Changes in work.

After a permit has been issued, no changes or deviations from the terms of the application, plans and specifications, or the permit, except where changes or deviations are clearly permissible under the State Building Code, shall be made until specific written approval of proposed changes or deviations has been obtained from the inspection department. (1969, c. 1065, s. 1; 1971, c. 698, s. 1.)

§ 160A-422. Revocation of permits.

The appropriate inspector may revoke and require the return of any permit by notifying the permit holder in writing stating the reason for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans, or specifications; for refusal or failure to comply with the requirements of any applicable State or local laws; or for false statements or misrepresentations made in securing the permit. Any permit mistakenly issued in violation of an applicable State or local law may also be revoked. (1969, c. 1065, s. 1; 1971, c. 698, s. 1.)

- There must ***always remain*** an active permit with current names and license numbers for all contractors of record and an accurate scope of work on file with the Planning Department. If contractors or work changes, ***it is the responsibility of the General Contractor of record*** to inform and update the files through the Town of Zebulon Planning Department front office **PRIOR** to commencing work, requesting inspections or Certificates of Compliance/Occupancy.



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- All **building and trade inspections** are to be called into Wake County at 919-856-6060 by 5pm in order to be eligible to be placed on the schedule for the following business day. You can also contact the Wake County Permit Processors at 919-856-6222 to schedule an inspection. Please have your permit number available. The vast majority of the time, requested inspections are done the next business day, but may be delayed on occasion due to extenuating circumstances. When requesting inspections, please provide the best cell phone number where you can be called or texted at any time by the inspector at any time. Wake County Inspections and Permits do not schedule inspections by appointment. Wake County field inspectors will try to accommodate requests for times depending on their work load for that day. For more question please visit <http://www.wakegov.com/inspect/faqs/Pages/faqpermitsandplanreview.aspx#12>
- Failure to be available for an inspection or have the area of the inspection accessible will result in a rejected inspection. Inspectors are not allowed to enter an occupied home without the presence of a responsible adult over the age of 18.
- Questions related to specific building or trade inspections and results are best asked of the inspector who performed that inspection. All Wake County inspector's email address and cell numbers can be accessed by visiting <http://www.wakegov.com/inspect/Pages/contacts.aspx>. Since we strive to offer great customer service, the inspectors may not be able to answer cell phones while performing an inspection.
- All **zoning inspections or minimum housing inspections** are to be called into the Town of Zebulon Planning Department at 919 823 1810. The vast majority of the time, requested inspections are done the next business day, but may be delayed on occasion due to extenuating circumstances. When requesting inspections, please provide the best cell phone number where you can be called or texted at any time by the inspector at any time.
- For questions related to **zoning inspections** please contact the Planner 1 Mackenzie Day at mday@townofzebulon.org or 919-823-1811. For questions involving **minimum housing inspections** please contact the Code Enforcement and Permitting Officer Davida Moore at dmoore@townofzebulon.org or 919-823-1812.

Paying for a re-inspection fee for a building or trade inspection from Wake County

Re-inspection fee payments may be made when scheduling your inspection by using a credit card through the Automated Request Line, 919-856-6060, ([IVR inspection scheduling system](#)), submitting your payment in person at Wake County Office Building, 336 Fayetteville St., Suite 101, Raleigh, or by mailing a check to Wake County Inspections. Please be aware that a third-party vendor handles credit card payments and postings for the IVR, and there is a convenience fee assessed of \$5 on the first \$100, and \$3 for each portion thereafter. For more questions on how to pay a re-inspection fee please contact Wake County Inspections Department at 919-856-6060

Paying for a re-inspection fee for a zoning inspection from the Town of Zebulon

For re-inspection fees for a zoning inspection, payments may be made **only** in person or from mailing in a check to Town of Zebulon Planning Department. Re-inspections for zoning inspections are \$30 and are based off of the Town of Zebulon Schedule of Fees.



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Certificates of Occupancy Requirements

In order to qualify for a Certificate of Occupancy the following items must be completed/submitted:

- ❖ Final driveway approval (when required)
- ❖ Final zoning approval (when required)
- ❖ Approved electrical, mechanical and plumbing final inspections (where required)
- ❖ Signed and Sealed As-Built Survey (where required)
- ❖ Building final approval / Demo final
- ❖ Fire Approval (where required)
- ❖ Code Enforcement Approval (if outstanding violations exist, includes minimum housing)
- ❖ Approval from outside agencies (City of Raleigh Public Utilities, Wake County Health Department Approval, NCDOT, etc.)

Thank you for your diligence in adhering to these Expectations and Requirements. We hope you have much success with your project. Please let us know how we may be of further assistance.

Updated 12/29/2017

Wake County Inspections Appeals

INSPECTION APPEAL PROCESS

Inspection appeals take place when the contractor and the first line field inspector disagree on field conditions and/or code enforcement decisions. Recognizing that these situations will occur, Wake County Permits and Inspections offers an appeal process.

FIRST APPEAL PROCESS

All appeals shall be directed to the appropriate discipline chief.

The discipline chief will use any resource he/she deems necessary to adequately render an interpretation/solution.

The discipline chief will then decide if reinspection fees are to be adjusted.

APPEALS BEYOND THE DISCIPLINE CHIEF

1. Appeals beyond the discipline chief may be directed to the P&I Inspection Appeals Committee. The committee shall be comprised of three code officials possessing Standard Level III certificates in the appropriate field. Neither the discipline chief nor the original inspector may serve on the committee. The customer must complete and submit an "Inspection Appeal" form within ten working days from the time of the inspection. The "Inspection Appeal" form is available from the discipline chief and is available at the Wake County website (<http://www.wakegov.com/inspect/forms/Pages/default.aspx>). Upon hearing the arguments, the committee shall vote and the majority vote will become the official position of Wake County Permits and Inspections. A written response will be added to the "Inspection Appeal" form and forwarded to the contractor.
2. Appeals beyond the Inspection Appeals Committee may be directed to the Engineering Section of the North Carolina Department of Insurance (DOI). This appeal must be made within ten days after the decision.
3. Appeals beyond the Engineering Section of the Department of Insurance may be directed to the Hearing Committee of the North Carolina Building Code Council (BCC). This appeal must be received within 30 days of the DOI decision.
4. Appeals beyond the Hearing Committee of the North Carolina Building Code Council may be made to the Full North Carolina Building Code Council. This appeal must be filed within 30 days of the decision of the Hearing Committee of NC BCC.
5. Appeals beyond the North Carolina Building Code Council may be directed to Wake County Superior Court.

WAKE COUNTY P&I APPEALS CONTACTS ARE AS FOLLOWS:

Building	Tim Gull	tgull@wakegov.com	919.524.4633
Electrical	Aden Branch	steven.branch@wakegov.com	919.524.4597
Mechanical	Ed Savage	ed.savage@wakegov.com	919.524.4639
Plumbing	Chuck Wilkerson	cwilkerson@wakegov.com	919.524.4667