



Town of Zebulon

Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597
 Phone: (919) 823-1810 Fax: (919) 269-6200
www.townofzebulon.org

Residential Permit Application Requirements

This form indicates the requirements for residential application submittals. Incomplete applications will not be accepted. Projects located in special protection areas (fire districts, flood plains, etc.) may require additional material. Staff reserves the right to request any material that may be required to determine compliance with the NC Building Code. **Plan review for all permits takes 7-14 business days. If the first review fails then there is additional time required to review multiple submittal or plan revisions.**

*** For new construction of commercial structures or new residential developments that need Special Use Permit (SUP) or Technical Review Committee (TRC) review, please obtain prior approval from planning staff before turning in your commercial building permit submittal packet.*

Required for All Residential Permit Applications:

<u>Document/ Information</u>	<u>Details</u>
Application Form	Complete all fields pertaining to project
Two Sets of Plans	Required for all work. Plans shall be drawn to scale (Example ¼" = 1'). Plans must be legible
Scope of Work/ Breakdown of Cost of Construction (Follow Detailed Scope of Work Instructions)	Required for all work except new construction (Instructions attached)
Electronic Plans	Please email or bring in digitals on a CD, USB, or other form.
Lien Holder Certification OR Lien Holder Exemption (FOR ALL PROJECTS OVER 30,000)	If property owner will be occupying the property for at least 12 months once project is complete, they may sign the exemption form instead.
Workers' Compensation Affidavit and Certificate(s) of Insurance (FOR ALL PROJECTS OVER 30,000)	Certificate(s) of liability insurance is required.
Owner Exemption Affidavit	Required for projects where the owner is the General Contractor
Wake County Residential Building Code Summary	New Construction Only

*** A building permit is required for accessory buildings with any dimension larger than 12 feet. A zoning permit is still required for buildings with any dimension 12 feet or under.*



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Required for Applications that need Planner Approval:

<u>Document/Information</u>	<u>Details</u>
Zoning Permit Application (See Senior Planner Julie Spriggs/Planner Mackenzie Day for further Information)	Required for new single family homes additions, fences, decks, pools, sheds, retaining walls.
Site Plan (DRAWN TO SCALE) (Follow Plot Plan Checklist)	May include increase in building footprint, increase in impervious surface area, and landscaping

Required for All Demolition Permits:

<u>Document/Information</u>	<u>Details</u>
Residential Permit Application	Complete all fields pertaining to project
Asbestos Removal Permit (This must be turned into DHHS at submittal)	Rules, regulation, procedures and forms for demolition/renovation notification and asbestos permit applications are available at NC Asbestos Hazard Management Program website at: www.epi.state.nc.us/epi/asbestos/ahmp.html Before owners or operators become involved in demolition or renovation activities, they are encouraged to contact the HHCU at 919-707-5950 Please turn in an asbestos survey to our office to show proof that you have had the structure tested.

Required for Retaining Walls

***Retaining Walls require a permit and engineering when they are vertically above 4 feet, supporting a structure or crosses a property regardless of height*

<u>Document /Information</u>	<u>Details</u>
Residential Permit Application	Complete all fields pertaining to project
Zoning Permit Application	Complete all fields pertaining to project
2 Copies of Plans	Additionally 2 copies of engineered plans
Plot Plan	Plot plan needs to show the retaining wall, follow residential plot plan checklist



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When is a permit required?

Building Permit Required: No person or corporation shall locate, erect, construct, enlarge, alter, repair, demolish or relocate any building, or change the type of occupancy without first obtaining the required permits for the specific work from the Inspections Department having jurisdiction. (*G.S. § 153A-357. Permits*)

Building permits are not required for:

- Nonstructural work where costs is less than \$15,000 in any single-family residence **unless the work involves**
 - ❖ the addition, repair or replacement of load bearing structures
 - ❖ the addition or change in the design of plumbing
 - ❖ the addition, replacement or change in the design of heating, air conditioning, or electrical wiring, devices, appliances, or equipment, other than like-kind replacement of electrical devices and lighting fixtures.
 - ❖ The use of materials not permitted by the North Carolina Residential Code for One- and Two-Family Dwellings
 - ❖ The addition (excluding replacement) of roofing
- Farm buildings outside the jurisdiction of any municipality.
- Residential accessory structures where no dimension exceeds 12 feet. (**A zoning permit is required only along with a site plan**)
- The replacement of windows, doors and exterior siding in residential structures.
- The replacement of pickets, railings, stair treads, and decking of residential porches and exterior decks.

Electrical Permit Required: An electrical permit is required for the installation, extension, alteration, or general repair of any electrical wiring, devices, appliances, or equipment except that in any one or two-family dwelling units a permit shall not be required for repair or replacement of electrical lighting fixtures or devices, such as receptacles and lighting switches having the same voltage and the same or less amperage.

Plumbing Permit Required: A plumbing permit is required for the installation, extension, relocation, replacement or general repair of any plumbing system. Plumbing permits shall not be required for minor repairs or replacements of plumbing fixtures provided such repairs or replacements do not disrupt the original water supply or the waste and ventilation system.



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Replacement of Water Heaters:

No permit shall be required for replacement of water heaters in one- or two-family dwellings, provided:

- The energy use rate or thermal input is not greater than that of the water heater which is being replaced.
- There is no change in fuel, energy source, location, routing or sizing of venting and piping.
- The work is performed by a licensed plumbing contractor who personally examines the work at completion and ensures that a leak test has been performed on the gas piping.
- The replacement is installed in accordance with the current edition of the North Carolina State Building Code.

Mechanical / HVAC Permit Required: Mechanical / HVAC permit is required for the installation, extension, relocation, replacement and general repair of any heating, air-conditioning or venting system.

Building Contractor Required: A general contractor licensed in North Carolina must perform all work where the construction cost is of \$30,000 or in excess. Any person who is paid to manage a project where the construction cost is of \$30,000 or in excess must be a licensed General Contractor. An unlicensed contractor may perform work where the cost is less than \$30,000. Any person may act as their own general contractor for construction of a home, addition or accessory structure if they own the land and will personally occupy the structure for 12 months after completion. (G.S. 87-14)

Plumbing, Heating, Air Conditioning and Sprinkler License Contractor Required: A licensed plumbing, heating and air conditioning contractor is required to alter, replace or relocate plumbing or heating and air conditioning. Homeowners may perform their own plumbing or heating work if they own the land and will personally occupy the structure. (G.S. § 87-21)

Electrical Contractor's License Required: A licensed electrical contractor is required for all installation, construction, maintenance or repair of electrical wiring, devices, appliances or equipment. Homeowners may perform their own electrical work if they own the land and will personally occupy the structure. (G.S. § 87-43)

Updated 12/27/17