



# Town of Zebulon

## Planning Department

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

### Structural Removal Permit Application Requirements

This form indicates the submittal requirements for moving a structure with in town limits. 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.

### Required for Structural Removal Permit Submittals:

<u>Document/ Information</u>	<u>Details</u>
Residential / Manufactured Home Application Form to hookup structure that has been removed	Complete all fields pertaining to project
Demolition Permit Application Form	If demolishing a structure already on property to place new structure on property, please provide an asbestos survey and notify Health Hazards Control Unit (HHCU) of the NC Department of Health and Human Services, Division of Public Health at 919-707-5950, <a href="http://www.epi.state.nc.us/epi/asbestos/ahmp.html">www.epi.state.nc.us/epi/asbestos/ahmp.html</a>
Scope of Work/ Breakdown of Cost of Construction ( Follow Detailed Scope of Work Instructions)	Required for all work except new construction <b>(Instructions attached )</b>
Plans showing layout of home	Plans shall be drawn to scale (Example ¼" = 1'). Plans must be legible.
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.
Owner Exemption Affidavit	Required for projects where the owner is the General Contractor
Dot Permit	Copy of Permit Approval from DOT



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Application for Manufactured Home Moving Permit Application to Wake County Revenue Dept.	Please turn in an approved placard from Wake County Revenue Department
City of Raleigh Permit Approval	City of Raleigh Permit Approval only needed if moving structure with in the city limits of Raleigh
Zoning Permit Application	Not needed if moving mobile home in a mobile home development. If building deck/porch for mobile home then zoning permit application is required. For more questions concerning zoning please contact Planner 1, Mackenzie Day 919 823 1811 or <a href="mailto:mday@townofzebulon.org">mday@townofzebulon.org</a>