

DOCUMENTS REQUIRED TO OBTAIN COMMERCIAL BUILDING PERMITS

The following information will be needed to process your application.

- 1) **A completed copy of the commercial building permit application. Include the following:**
 - (a) Signatures from all contractors: building, electrical, plumbing, mechanical & fire protection (**DocuSign or original signatures only**)
 - (b) Type of use/occupancy
 - (c) Cost for project (**Required**).
- 2) **ASBESTOS:** The Health Hazards Control Unit (HHCU) of the NC Department of Health & Human Services, Division of Public Health, requires by law, notification of demolition/renovations to existing buildings even if no asbestos is present in the building. Please review the guidelines for asbestos in relation to demolition/ renovations for your project at www.epi.state.nc.us/epi/asbestos/ahmp.html and supply a copy of the asbestos report to Building Inspections with permit application.
- 3) **Project Plans** are required to be submitted electronically to Building Inspections (ocbuildingpermit@orangecountync.gov) for review of all new construction, additions, renovations, repairs, restorations or moving of buildings or structures. These files will need to be unlocked, scaled, and legible with all "sealed" sheets signed. If your project exceeds \$300,000 or is over 3,000 sq. ft. the plans must bear the seal of a registered design professional and include the name and address of the affiliated business entity. If you are unsure of whether you will need sealed plans, please contact the Inspections Division for assistance.
- 4) If you are converting or changing the use/occupancy of a building, you will need to provide the floor plans of the existing facility and proposed new floor plans with the rooms labeled by use (to scale), as above for either Orange County and Town of Hillsborough projects.
- 5) If fire protection systems are required for your project, please contact the Orange County / Hillsborough Fire Marshal for plan and document submission requirements. The required building permit plans and fire protection system plans must be **approved before** the building permit may be issued. Verify if any of the project elements require additional Fire Permits (separate from Building Permits).
- 6) Zoning permit/site plan approval from the Town of Hillsborough or the Orange County Planning Department. Include approvals or authorizations issued from Town of Hillsborough Historic commission or any other regulatory body with authority over this property.
- 7) If project includes connection to Town of Hillsborough's municipal water / sewer or includes a grease interceptor or backflow prevention device, please contact the Town of Hillsborough Utility department for any approvals.
- 8) A completed Affidavit of Workers Compensation Coverage for proof of insurance must accompany application, if applicable.
- 9) Recyclable material Permit Application (included as last page of this application).
- 10) If the project has a well and/or septic system, an Existing system or Construction Authorization permit is required (separate from Building Permit). Applications are available from Orange County Environmental Health Division.
- 11) Projects involving food handling operations, day cares, lodging, etc. require a plan review submittal to the Environmental Health Department (If you are unsure whether this requirement applies to your project, please contact Environmental Health at (919) 245-2360).
- 12) Projects that include land disturbance exceeding 10,000 square feet should contact Orange County Erosion Control for determination of possible permit needs (separate from Building Permit).
- 13) For portal guidance please visit: <https://www.orangecountync.gov/2417/Permitting-Information-Portal-FAQ>

Required for All Projects

**ORANGE COUNTY
CENTRAL PERMITTING**

131 W. Margaret Ln., Hillsborough, NC 27278

BUILDING INSPECTIONS

Phone: 919-245-2600

FAX: 919-644-3347



**COMMERCIAL GENERAL
INFORMATION SHEET**

ENVIRONMENTAL HEALTH

Phone: (919) 245-2360

FAX: (919) 644-3006

DATE: _____

PIN # _____

Project Address / Location: _____

Subdivision: _____

Lot # _____

Water Supply: Public Water Private Well Community Well

Sanitary System: Public Sewer Private Septic Community Septic DWR

OWNER INFORMATION:

Name: _____

Address: _____

Telephone # _____ Cell #: _____

E-mail address: _____ Portal Account

Signature: _____

APPLICANT INFORMATION: Same As Owner

Name: _____

Address: _____

Telephone # _____ Cell #: _____

E-mail address: _____ Portal Account

Signature: _____

PROJECT DESCRIPTION: _____

For Office Use Only

CB # _____

IP # _____

**Signatures must be Original or DocuSign.*

Rev.10/01/2023

Required for New Construction, Footprint Expansions and Increases in Impervious Surface Area

| | |
|----------------------------------|--------------------|
| ZONING PERMIT APPLICATION | DATE: _____ |
|----------------------------------|--------------------|

Proposed Setbacks: Front: _____ Rear: _____ Right Side: _____ Left Side: _____
(Measure perpendicular to the closest property & right-of-way lines. Must match the site/plot plan)

Impervious Surface Coverage: Existing: _____ Proposed: _____ Total: _____
(Please list in square footage the footprint of any structures, driveways (even gravel), sidewalks, barns, storage sheds, etc.)

Existing Structures:

| <u>Type/Use</u> | <u>Ground Coverage</u> (sq. ft.) | <u>Total Living Area</u> (sq. ft.) |
|-----------------|----------------------------------|------------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

(If more than (5) existing structures are located on the property, please attach the additional information on a separate sheet.)

Proposed Project: _____

| <u>Type/Use</u> | <u>Ground Coverage</u> (sq. ft.) | <u>Total Living Area</u> (sq. ft.) |
|-----------------|----------------------------------|------------------------------------|
| | | |

Total disturbed land area to be cleared or graded: _____ sq. ft.

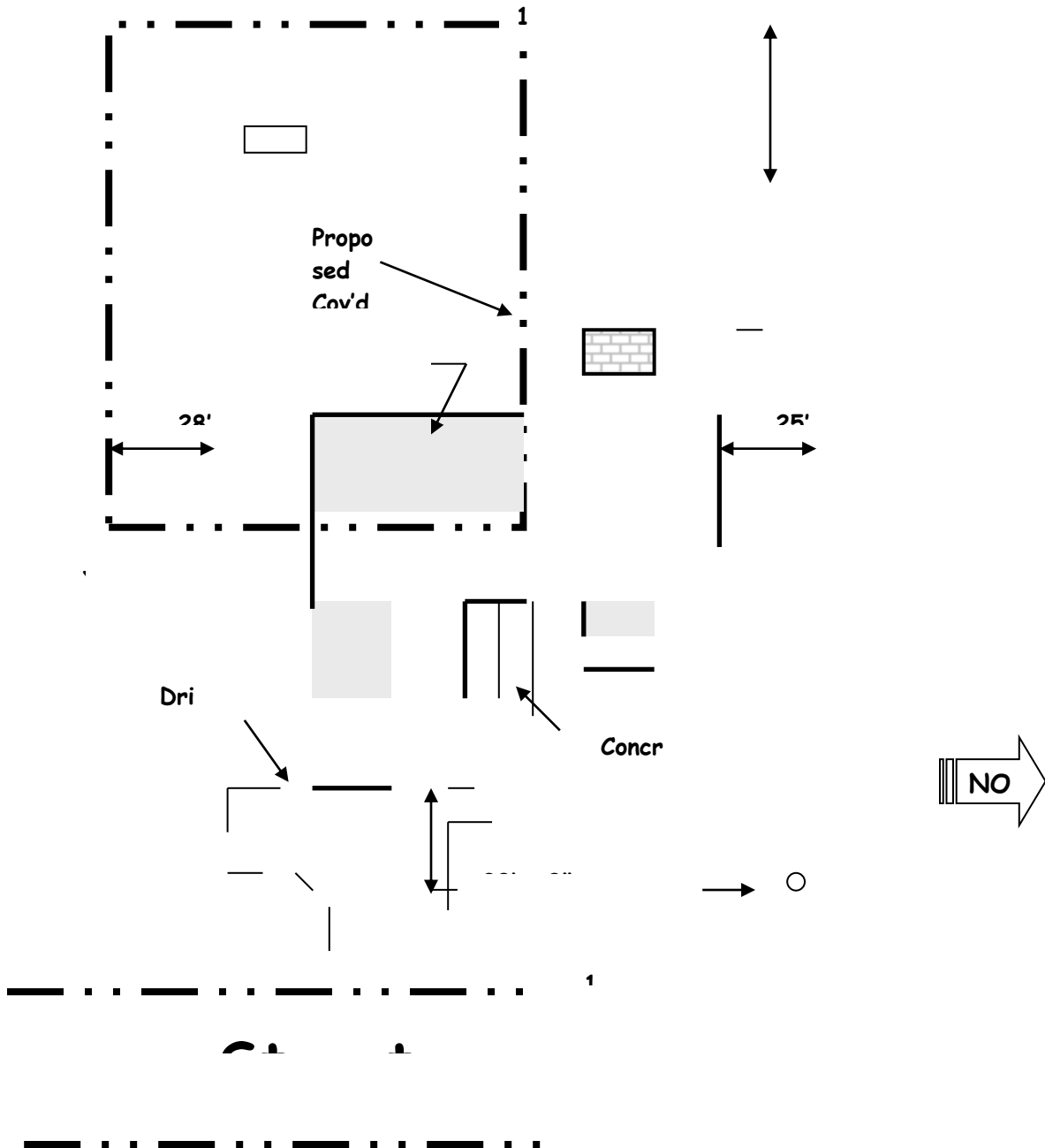
| | |
|---|-----------------|
| *PLANNING OFFICE USE ONLY* | |
| Received: _____ | Date _____ |
| by: _____ | Received _____ |
| Zoning District: _____ | Watershed _____ |
| Overlay: _____ | Census _____ |
| Tract: _____ | |
| Required Setbacks (in feet): Front: _____ | |

Required for New Construction, Footprint Expansions and Increases in Impervious Surface Area
Check with the Planning Department to see if your project will require the site plan to be prepared by a licensed surveyor

Example Plot Plan

You need to draw a map of your lot showing the following:

- Property lines and dimensions of the lot
- Existing structures (house, garage, shed, pool, etc.) on the lot
- Proposed structure with the distance from the structure to the property lines. (Measured in feet from the edge of the right-of-way not edge of road)
- North arrow
- Location of streams and creeks
- Location of driveway, parking easements, rights-of-way, utility easements, etc.
- Should be drawn to scale (e.g., 1" = 40')



PROJECT INFORMATION
Please Complete All Applicable Sections

1. Existing Use: _____

Example:
Existing: Mercantile

Proposed Use: _____

Proposed: Institutional

Classification by USE and OCCUPANCY. Determine appropriate classification(s) and check space(s) beside description (If mixed use, please indicate the primary and any secondary occupancy group):

____ **ASSEMBLY Groups A-1, A-2, A-3, A-4 and A-5**

Use of building or structure, or portion thereof, for the gathering of persons for purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation. **A-1** Uses with fixed seating, such as Motion picture theatres, television and radio shows admitting an audience or theaters. **A-2** Uses intended for food and/or drink consumption, such as: banquet halls, nightclubs, restaurants, taverns and bars. **A-3** Uses intended for worship, recreation, or amusement, Miscellaneous not covered by any other assembly group. **A-4** Uses intended for indoor sporting events, with spectator seating. **A-5** Uses intended for participation in or viewing outdoor activities: such as, bleachers, grandstands or stadiums.

____ **BUSINESS**

Use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts.

____ **EDUCATIONAL**

Use of building or structure or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade. Day Care classified as Educational if providing supervision, education or personal care for more than five children but less than 100, older than 2 1/2 years of age, located on the level of exit discharge with exits direct to the exterior.

____ **FACTORY Groups F-1, F-2**

Use of building or portion thereof for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations not classified as Hazardous Occupancy. **F-1** Moderate-Hazard Occupancy uses such as aircraft, woodworking etc., **F-2** Low-Hazard Occupancy, uses such as manufacturing of nonalcoholic beverages, brick and masonry and ice.

____ **HIGH-HAZARD Groups H-1, H-2, H-3, H-4 and H-5**

Use of building or structure or portion thereof, that involves the manufacturing, processing, generation or storage of materials that contain a physical or health hazard in quantities in excess of those found in Tables 307.1(1) and 307.1(2). Also, see definition of "control area".

____ **INSTITUTIONAL Groups I-1, I-2, I-3, I-4**

Use of a building or structure, or portion thereof, in which people having physical limitations because of health or age are harbored for medical treatment or other care or treatment, or in which people are detained for penal or correctional purposes or in which the liberty of the occupants is restricted. **I-4** Use of building or structure occupied by persons of any age who receive custodial care for less than 24 hours by individuals not related and not in private home of person cared for. Places of worship during religious services not included.

____ **MERCANTILE Group M**

Buildings and structures or a portion thereof, for the display and sale of merchandise, and involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public. Mercantile occupancies shall include, but not be limited to department stores, drug stores, markets, motor vehicle service stations, retail or wholesale stores and sales rooms.

____ **RESIDENTIAL Groups R-1, R-2, R-3, R-4** Number of dwellings: _____ # sleeping rooms: _____ # Type A or B units _____

Use of a building or structure, or a portion thereof, for sleeping accommodations when not classed as an Institutional Group I-1. **R-1** residential occupancies where the occupants are primarily transient in nature (less than 30 days) including boarding houses (transient) and hotels (including motels). **R-2** residential occupancies containing more than two dwelling units where the occupants are primarily permanent in nature, including apartment houses, boarding houses (not transient), convents, dormitories, fraternities and sororities. **R-3** residential occupancies where the occupants are primarily permanent in nature and not classified as R-1, R-2 or I and where buildings do not contain more than two dwelling units, or adult and childcare facilities that provide accommodations for five or fewer persons of any age for less than 24 hours. **R-4** residential occupancies shall include building arranged for occupancy as residential care/assisted living facilities, or adult and child day care facilities that provide accommodation in a residence occupied as a home by the caregiver for persons of any age for less than 24 hours, including more than five but not more than 16 occupants, excluding staff.

____ **STORAGE Groups S-1, S-2**

Use of building or portion thereof, for storage not classified as a hazardous occupancy. **S-1** Uses for storage such as aerosols, clothing, furniture and motor vehicle repair garages. **S-2** uses of buildings for the storage of noncombustible materials such as products on wood pallets or in paper cartons, glass bottles, alcoholic beverages up to 12%, food products or appliances, fire station vehicle bay.

____ **UTILITY AND MISCELLANEOUS**

PROJECT INFORMATION
Please Complete All Applicable Sections

Buildings and structures of an accessory character and miscellaneous structures not classified in any specific occupancy such as: signs, aircraft hangars, agricultural buildings, greenhouses, tanks, **shell buildings**, retaining walls, etc.

2. **Business name** _____

3. **Project square footages:** 1st floor _____ 2nd floor _____ 3rd Floor _____ mezzanine/basement _____

4. **Type of Construction:** IA IB IIA IIB IIIA IIIB IV VA VB
 Modular off frame Modular on frame

5. **What is the total cost of construction** for project including labor and materials (exclude cost of land)? _____

6. **FIRE PROTECTION:**

Please refer to Orange County/Town of Hillsborough Fire Marshal's Office for any required Fire Permits (separate from Building Permits) and any plan review requirements.

Submittal requirements: All design drawings are required to be sealed by a NC licensed professional engineer or a NC licensed Fire Sprinkler contractor as permitted by NC General Statutes. Provide required number of plan(s) for all systems to be installed to Fire Marshal's Office that include:

Sprinkler Systems/Standpipe/Fire Pump: Hydraulic calculations and a current (<12 month) water flow test-include fire pump test when applicable,

Fire Alarm Systems: Submittals shall comply with current NC State Building Code, NEC and Fire Prevention Code

Clean Agent/Dry Chemical/CO2/Inert Gas/AES: A current manufacturer's issued certification for the installer

Above ground / underground Storage Tank (AST/UST): Cut sheets for tank(s) and MSDS for product,

Type of Fire Protection System (check all that apply):

- New installation
- Renovation/Modification of Existing
- Removal Of System
- Fire Alarm
- Sprinkler/Standpipe/Fire Pump
- AST/UST
- Clean Agent System
- Dry Chemical System
- Commercial Cooking System (AES)
- CO2/Inert Gas

7. **MECHANICAL**

What type of heating/cooling system will be installed?

Gas, check type: Natural Gas LP Geothermal: # Wells: Ground Loop: Pond:

Electric: Other (specify): _____

How many units? _____

Will commercial ventilation and/or exhaust system be installed? Yes No
(Includes fans, blowers and duct system for removal of dust, gases)

If yes, specify the number of units: _____ and type: _____

Are Fire Dampers to be installed (number): _____ Type: _____

8. **ELECTRICAL**

Name of Power Company serving property: Piedmont (REA) Duke Energy
(Please circle one)

What type of electrical system is being installed? **What is the cost of electrical work?** _____

amp # phase Number of Utility Services for building: _____

Extend existing wiring

Adding additional electrical fixtures and/or outlets

Generator: amps KWs Fuel source: Gas: Diesel: size of fuel tank: _____

Service change from _____ amp to _____ amp

Photovoltaic system: amps KWs Roof mount: Ground Mount: _____

Will a temporary electrical service pole be needed (saw service)? Yes No

9. **PLUMBING**

adding new fixtures replacing fixtures adding new lines /drains replacing lines/drains

Adding new appliance: Type: _____ Total number: _____

Adding backflow prevention device to system: Type: _____

Installing irrigation system: _____ Ornamental water feature: _____

Required for All Projects

CONTRACTOR INFORMATION SHEET

SIGNATURES OF CONTRACTORS REQUIRED.

*Inspection results can be emailed to respective contractor, provide **Legible** email address.*

PERMIT NUMBER: _____ **ADDRESS:** _____

CHANGE OF CONTRACTOR (Written approval required by permit holder)

| | |
|--|--|
| <p>General Contractor</p> <p>Address _____ City/State/Zip _____</p> <p>Contact Person _____ E-mail: _____</p> <p>Contractor Signature: _____</p> | <p>License Number _____</p> <p>Class _____</p> <p>Telephone _____</p> <p><input type="checkbox"/> Portal Account</p> |
|--|--|

| | |
|---|--|
| <p>Electrical Contractor</p> <p>Address _____ City/State/Zip _____</p> <p>Contact Person _____ E-mail: _____</p> <p>Contractor Signature: _____</p> | <p>License Number _____</p> <p>Class _____</p> <p>Telephone _____</p> <p><input type="checkbox"/> Portal Account</p> |
|---|--|

| | |
|--|--|
| <p>Plumbing Contractor:</p> <p>Address _____ City/State/Zip _____</p> <p>Contact Person _____ E-mail: _____</p> <p>Contractor Signature: _____</p> | <p>License Number _____</p> <p>Class _____</p> <p>Telephone _____</p> <p><input type="checkbox"/> Portal Account</p> |
|--|--|

NOTE: SPWP license only allows wiring from pump to pressure switch at tank. Please supply info on licensed electrician that will be wiring switch if not the electrician listed under Electrical Contractor above

| | |
|--|--|
| <p>Mechanical Contractor:</p> <p>Address _____ City/State/Zip _____</p> <p>Contact Person _____ E-mail: _____</p> <p>Contractor Signature: _____</p> | <p>License Number _____</p> <p>Class _____</p> <p>Telephone _____</p> <p><input type="checkbox"/> Portal Account</p> |
|--|--|

NOTE: SPH license only allows wiring from disconnect to HVAC unit. Please supply info on any additional electrical work being performed if other than the electrician listed under Electrical Contractor above

| | |
|--|--|
| <p>Alarm System</p> <p>Address _____ City/State/Zip _____</p> <p>Contact Person _____ E-mail: _____</p> <p>Contractor Signature: _____</p> | <p>License Number _____</p> <p>Class _____</p> <p>Telephone _____</p> <p><input type="checkbox"/> Portal Account</p> |
|--|--|

| | |
|--|--|
| <p>Sprinkler System</p> <p>Address _____ City/State/Zip _____</p> <p>Contact Person _____ E-mail: _____</p> <p>Contractor Signature: _____</p> | <p>License Number _____</p> <p>Class _____</p> <p>Telephone _____</p> <p><input type="checkbox"/> Portal Account</p> |
|--|--|

**Signatures must be Original or DocuSign.*

Required for Projects \$40,000 and Above

ORANGE COUNTY BUILDING INSPECTIONS
Michael D. Rettie, Chief Building Official

(919) 245-2600
(919) 644-3347 (FAX)
www.orangecountync.gov



131 West Margaret Lane
Suite 101
Hillsborough,
North Carolina, 27278

AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE
N.C.G.S. §87-14

The undersigned applicant for Building Permit # _____ being the

- _____ Contractor
- _____ Owner
- _____ Officer/Agent of the Contractor or Owner

do hereby aver under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:

- _____ has/have three (3) or more employees and have obtained workers' compensation insurance to cover them.
- _____ has/have one or more subcontractor(s) and have obtained workers' compensation insurance covering them,
- _____ has/have one or more subcontractor(s), who has/have their own policy of workmen's compensation covering themselves.
- _____ has/have not more than two (2) employees and no subcontractors,

while working on the project for which this permit is sought. It is understood that the Inspections Department issuing the permit may require certificates of coverage of workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Firm name: _____

By: _____

Title: _____

Date: _____

**Signatures must be Original or DocuSign.*

Required for Projects \$40,000 and Above

ORANGE COUNTY BUILDING INSPECTIONS
Michael D. Rettie, Chief Building Official

(919) 245-2600
(919) 644-3347 (FAX)
www.orangecountync.gov



131 West Margaret Lane
Suite 101
Hillsborough,
North Carolina, 27278

MECHANICS' LIENS

In accordance with North Carolina General Statute §44A-11.1, inspections offices are not allowed to issue any permit where the project cost is \$40,000 or more unless the property owner has designated a lien agent and provided the inspections office with the information below.

Name of Lien Agent _____

Mailing address of Agent _____

Physical address of Agent _____

Telephone _____ Fax _____

Email of Agent _____

Name of Person Completing Form _____

Signature of Person Completing Form _____

Address of Property _____

Date Signed _____

This information will be part of the building permit on file in the Inspections Division and a copy will be attached to the building permit placard. The applicant is required to post a copy on the property.

Excerpt from North Carolina General Statute §160D-1110:

“No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is forty thousand dollars (\$40,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. §87-15.5(7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. §44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued.”

READ if Owner/Contractor

ORANGE COUNTY BUILDING INSPECTIONS
131 W Margaret Lane, Suite 101
HILLSBOROUGH, NORTH CAROLINA 27278



**Affidavit in Support of Exemption
from
General Contractor Licensing Requirements**

Section 1 of Article 1 of Chapter 87 of the North Carolina General Statutes provides as follows:

For the purpose of this Article any person or firm or corporation who for a fixed price, commission, fee, or wage, undertakes to bid upon or to construct or who undertakes to superintend or manage, on his own behalf or for any person, firm, or corporation that is not licensed as a general pursuant to this Article, the construction of any building, highway, public utilities, grading or any improvement or structure where the cost of the undertaking is forty thousand dollars (\$40,000.00) or more, or undertakes to erect a North Carolina labeled manufactured modular building meeting the North Carolina State Building Code, shall be deemed to be a 'general contractor' engaged in the business of general contractor contracting in the State of North Carolina.

This section shall not apply to persons or firms, or corporations furnishing or erecting industrial equipment, power plan equipment, radial brick chimneys, and monuments.

This section shall not apply to any person or firm or corporation who constructs or alters a building on land owned by that person, firm or corporation provided that such building is intended solely for occupancy by that person and his family, firm or corporation after completion; and provided further that, if such building is not occupied solely by such person and his family, firm, or corporation for at least 12 months following completion, it shall be presumed that the person, firm, or corporation did not intend such building solely for occupancy by that person and his family, or corporation.

This section shall not apply to any person engaged in the business of farming who constructs or alters a building on land owned by that person and used in the business of farming, when such building is intended for use by that person after completion.

Required if Owner/Contractor and Project Cost is \$40,000 or above.

ORANGE COUNTY BUILDING INSPECTIONS DIVISION
Michael D. Rettie, Chief Building Official



OWNERS EXEMPTION AND GENERAL CONTRACTORS LICENSE EXEMPTION AFFIDAVIT
G.S. §87-14(a)(1)

I, _____, hereby claim an exemption from licensure under G.S. §87-1(b)(2)
(Print or Typed name)
to build/alter/demolish a _____

located at _____

I also hereby certify to all of the following:

- YES NO
1. I own the land on which the building will be constructed or altered.
- OR
- I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation):
2. I intend to personally occupy the building for 12 consecutive months following completion of the construction and issuance of the Certificate of Compliance/Occupancy. Additionally, I understand that if I do not do so, it creates the presumption under law that I fraudulently secured the permit.
3. I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina including but not limited to: scheduling of inspections and making sure that all corrections are made; contract and directly paying for all phases of construction; paying all fees and bills.
4. I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.
5. I have not hired nor will not hire any unlicensed individual or company to perform any electrical, mechanical or plumbing work on this project.
6. I understand that I will be responsible for knowing the laws and regulations of the N.C. State Building Codes and other state, local and licensure rules and laws.

I understand that a copy of the AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S. §87-a(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. §160D-1115.

Signed

Date

Sworn to (or affirmed) and Subscribed before me
This _____ day of _____, 20 _____

Signature of Notary Public

Printed Name of Notary Public

My Commission Expires _____

(Notary Stamp or Seal)

(NOTE: It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law – G.S. 14-209)



Erosion Control and Pre Approval Requirements for Land-disturbing Activities

FAQs

1) Is single-family residential exempt from Erosion Control requirements?

- No. The Ordinance makes no mention of “Residential” or “Commercial”, only Land-disturbing activity.

2) How much may I clear or grade without requiring an Erosion Control Plan and a Land-disturbing permit?

- In general, a disturbance of less than 20,000 square feet does not require a pre-approved Erosion Control plan and land-disturbing permit. However, if you are in the University Lake, Cane Creek or Upper Eno Watershed, the Planning Department’s Erosion Control Division reviews any proposed disturbance.

3) I am in the one of those Watersheds. What do I do?

- Your Building Permit Application notes amount of disturbance, watershed, stream buffers and related information. If your project disturbs less than 10,000 square feet (roughly ¼ of an acre) AND has no stream buffers, stormwater easements or similar complicating factors, Erosion Control staff may grant a **Waiver**.
- The Owner (or Applicant) must sign the Waiver to expedite the review process (Waiver included in the application packet). If you are not sure what watershed you are in, our software will recognize a Protected Watershed PIN number and automatically generate a Waiver form for you to sign when you submit your Application. *No fees will be charged nor are additional pre approval of Erosion Control required for waivers.*

NOTE: This is NOT an exemption from the requirements of the Unified Development Ordinance, rather a judgment call by Staff allowed under the Ordinance that your project will not adversely affect University Lake, Cane Creek or the Upper Eno Watersheds or their tributaries.

4) I plan to disturb more than 10,000 square feet in a protected Watershed.

- Disturbance of more than 10,000 square feet will require pre-approval from Erosion Control.
- Fill out the Application for Erosion Control and Statement of Financial Responsibility, pay the fees and submit an erosion control plan to the Erosion Control Division.

5) I plan to disturb more than 10,000 square feet, but not in a Protected watershed.

- Outside of the three protected Watersheds, the threshold for land-disturbance requiring pre-approval from Erosion Control rises to 20,000 square feet.
- If you are NOT in a Protected Watershed and are NOT exceeding 20,000 square feet of disturbance, then no application or pre-approval by Erosion Control is required.
- Any disturbance of 20,000 square feet or more requires pre approval by Erosion Control.

6) Historical Note:

- Staff recommended that the same protections enjoyed by University Lake since December 30, 1975 be extended to the Cane Creek (Town of Chapel Hill & Carrboro) and Upper Eno Watersheds (Town of Hillsborough’s reservoir). On June 27, 2002 the Board of County Commissioners voted to approve Staff recommendations. All three of the County’s Protected Watersheds now have uniform Erosion Control requirements and protections.

Contact the Erosion Control Division at (919) 245-2586 for assistance.

When your development exceeds the land disturbance thresholds listed in the following table.

| Watershed | | | Erosion Control | Stormwater | | Nutrients | |
|-----------|------------------|-------------------------------|-----------------|------------|-------------|-----------|------|
| | | | | Commercial | Residential | N | P |
| Cape Fear | Haw River Arm | Back Creek | 20,000 | 21,780 | 43,560 | 3.8 | 1.43 |
| | | Haw Creek | 20,000 | 21,780 | 43,560 | 3.8 | 1.43 |
| | | Cane Creek | 10,000 | 21,780 | 43,560 | 3.8 | 1.43 |
| | | Cane Creek Critical Area | 10,000 | 21,780 | 43,560 | 3.8 | 1.43 |
| | | Haw River (protected) | 20,000 | 21,780 | 43,560 | 3.8 | 1.43 |
| | | Haw River (unprotected) | 20,000 | 21,780 | 43,560 | 3.8 | 1.43 |
| | U New Hope Arm | Jordan Lake (unprotected) | 20,000 | 21,780 | 43,560 | 2.2 | 0.82 |
| | | Jordan Lake (protected) | 20,000 | 21,780 | 43,560 | 2.2 | 0.82 |
| | | University Lake | 10,000 | 21,780 | 43,560 | 2.2 | 0.82 |
| | | University Lake Critical Area | 10,000 | 21,780 | 43,560 | 2.2 | 0.82 |
| Neuse | Falls Lake | Flat River | 20,000 | 12,000 | 21,780 | 2.2 | 0.33 |
| | | Little River | 20,000 | 12,000 | 21,780 | 2.2 | 0.33 |
| | | Upper Eno | 10,000 | 12,000 | 21,780 | 2.2 | 0.33 |
| | | Upper Eno Critical Area | 10,000 | 12,000 | 21,780 | 2.2 | 0.33 |
| | | Lower Eno (unprotected) | 20,000 | 12,000 | 21,780 | 2.2 | 0.33 |
| | | Lower Eno (protected) | 20,000 | 12,000 | 21,780 | 2.2 | 0.33 |
| Roanoke | Hyco Creek | 20,000 | NA | NA | NA | NA | |
| | South Hyco Creek | 20,000 | 43,560 | 43,560 | NA | NA | |

Notes:

1. Thresholds are listed in square feet
2. Nutrients listed in pounds/acre/year
3. 43,560 square feet = 1 acre
4. 21,780 square feet = ½ acre
5. 10,890 square feet = ¼ acre



Orange County Solid Waste Management
Recyclable Material Permit Application

(Applies to the Town of Carrboro, Town of Chapel Hill, Town of Hillsborough and rural Orange County)
For additional information go to our webpage at http://orangecountync.gov/recycling



Please read and understand the following terms:

- A Recyclable Material (RM) Permit is required for all projects and is tied to the issuance of your building or demo permit.
Incomplete and/or unsigned and dated RM permit applications will not be considered & will be returned resulting in a delay of the issuance of your building or demolition permit.
The permit applies only to the project listed below and is valid for as long as the related building or demo permit is active.
Not following permit conditions is a violation of the Regulated Recyclable Materials Ordinance (RRMO) and may result in criminal or civil penalties and may result in the loss of Recyclable Material Collector's License, if applicable.
A collector's license is required for hauling regulated construction & demolition debris in vehicles larger than 9,000 lbs. GVW. For additional information on hauler licensing see our web-page at: http://orangecountync.gov/recycling.
All structures 500 SF or larger that will be demolished require a deconstruction assessment BEFORE the demo permit can be issued. Contact Orange County Solid Waste Enforcement staff at 919-968-2788 to arrange for the assessment.
Regulated material management requirements include:
1. Clean wood waste (not painted, stained, treated), scrap metal, and corrugated cardboard must be recycled and cannot be landfilled.
2. Certified C&D material reclamation facilities (MRF's) may be used as an alternate to source separation or bringing them to the Orange County C&D landfill.
3. C&D materials may not be disposed of through burning.
4. Land clearing inert debris (LCID; vegetative debris) cannot be burned and may be brought to the Orange County C&D landfill for recycling at reduced tip fees (currently \$18/ton).
5. Appliances and tires are banned from all landfills in NC and facilities exist at the Orange County C&D landfill for recycling these items at reduced tip fees.
Solid Waste enforcement staff may enter the job site to observe if any regulated recyclable materials are being placed in waste containers with other C&D waste materials and if so, a Verification Tag will be placed on the container which must be given to the scalehouse operator at the certified facility where the container must be taken.
The RM permit shall be kept on the job and in the permit box for the duration of the project.
For questions contact the Enforcement Officer at Orange County Solid Waste at 919-968-2788.

I have read, understand, and agree to comply with the terms of the Recyclable Material Permit:

X _____ Date: _____

Applicant Information:

Project address: _____ PIN #: _____
Applicant: _____ Owner: _____
Project Address: _____ Owner Address (If different): _____
Contact #: _____ Contact # _____

Job Summary: _____

Check method of waste collection & hauling you will use:

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- Check here if HOMEOWNER is HAULING (self-hauling)
Check here if JOBSITE SEPARATION OCCURS AND MATERIALS DELIVERED TO MARKET
Check here if BUILDER/CONTRACTOR is HAULING. Builder/contractor may need to be licensed. (Contact the Enforcement Officer at Orange County Solid Waste at 919-968-2788 for guidance) Builder or contractor hauling is NOT self-hauling.
Check here if HAULING to a Certified Facility
Check here if using a LICENSED HAULER AND PROVIDE COMPANY NAME: _____

FOR OFFICE USE ONLY

Approved by: _____ Date: _____