

Construction Plan Approval

Background

Following the approval of the appropriate land use permit (zoning permit, special use permit or conditional use permit), construction drawings must be prepared. The construction drawings should conform to the requirements of Section 15-49(c) of the Land Use Ordinance (LUO) and the Construction Plan Approval Checklist (Appendix I-__). The construction drawings should expand upon the earlier work prepared to receive the land use permit. If any change to the land use permit is proposed as a result of preparing the construction drawings, additional review by the permit issuing authority may be necessary.

What information is required for the construction plans?

Please see the Construction Plan Approval Checklist in Appendix I - 21 for a list of the applicable information required. Please keep in mind that, depending on the project, more or less information may be required. Please contact a member of the Planning Department's Zoning Division at (919) 938-7336 or the Town Engineer's Office at (919) 859-2243 for specific information required for your project.

When/why might I use the Construction Plan Approval Process?

Anytime you are constructing a new commercial or multi-family residential structure, constructing an addition to a commercial or multi-family residential structure or constructing a residential or commercial subdivision.

On some rare occasions, the land use permit plans can be prepared and reviewed as both permit and construction plans. Please inquire with a member of the Planning Department's Zoning Division at (919) 918-7336 if this process will be available for your project.

Who else may be involved in the Construction Plan Approval Process?

Applicable Public/Private Utilities
Orange County Erosion Control
Town of Carrboro Consulting Engineer
Town of Carrboro Public Works
Town of Carrboro Planning
Town of Carrboro Fire
Town Of Carrboro Inspections
OWASA
NCDOT

What is the time frame for the Construction Plan Approval Process?

The construction plan approval process typically takes between 2 to 4 months. This time frame is general and can obviously be shortened or lengthened depending on the complexity of the project and how quickly and accurately any requested revisions are made to the plans.

How does the Construction Plan Approval Process typically work?

Please contact a member of the Planning Department's Zoning Division at (919) 938-7336 or the Town Engineer's Office at (919) 859-2243 for specific information required for your project.

How much does the Construction Plan Approval Process review cost?

Please see the "Town of Carrboro Schedule of Fees and Miscellaneous

Charges" found in Appendix I – 28
(subject to change annually).