

New Residential Construction (Single-Family)

Background

In order to construct a new residential building within the Town of Carrboro, you must receive approval from both the Zoning and Inspections Divisions of the Town of Carrboro Planning Department. This is necessary to ensure that your proposed project complies with all applicable Federal, State and local regulations.

When/why might I need a residential building permit?

A residential building permit is needed for any new residential structure. The permit should be secured prior to any construction activity on the site. For additions and accessory structures on existing residential sites, please consult the Table of Contents for the appropriate section.

Where do I initiate the permit process?

Town of Carrboro Planning Department
Zoning and Inspections Divisions
301 West Main Street
Carrboro, NC 27510

Hours: Monday-Friday, 8am-5pm

Phone: (919) 918-7336

Fax: (919) 942-1720

What information is required for a residential building permit?

A completed Land Use Permit application and a completed Building Permit application must be submitted, along with two plot plans and two sets

of building plans. Please use the "Zoning Building Permit Review Checklist" found in Appendix I – 11 for the preparation of your plot plan and the "Inspections Building Permit Review Checklist" found in Appendix I – 12 for the preparation of your building plans. Please keep in mind that more or less information may be required depending on the complexity of your project.

Who may be involved in the building permit review process?

Town of Carrboro Planning Department

- Zoning Division
- Inspections Division

Town of Carrboro Public Works Dept.

Town of Carrboro Consulting Engineer

OCEH

OWASA

How does the residential building permit review process work?

The building permit submittal packet is received in the Zoning and Inspections Divisions. The submittal packet is routed to the Zoning Division for a review of the plot plan. If the plot plan is found to be in compliance with the Land Use Ordinance and any approved subdivision plans, the submittal packet is approved by Zoning and forwarded to Inspections. Once in the Inspections Division, the building plans are checked for compliance with the Building Code. If the building plans are in compliance with the Building Code, the submittal packet is approved and you will be contacted to pick up the approved permit and pay your building permit review fees. If any changes are needed

during the review, the reviewer will contact you.

How much does a residential building permit cost?

You will be assessed both a Zoning fee and an Inspections fee for the review. The Zoning fee is the standard land use permit fee. The Inspections fee is based on the scope of your project. Please see the "Town of Carrboro Schedule of Fees and Miscellaneous Charges" found in Appendix I – 28 (subject to change annually).