

HOW TO OBTAIN RESIDENTIAL BUILDING PERMITS

Chatham County Central Permitting, 80 East Street / PO Box 548, Pittsboro, NC 27312

Applies to the following: Single Family Dwellings, Modular Home Dwellings, Multi-Family Dwellings, Residential Accessory Structures, Residential Additions, Residential Alterations, Mobile Homes, Decks

Step 1: 911 Addressing

Contact Emergency Management 911 Addressing to obtain your new address.

Lesa Chavis - 919-545-8161 lesa.chavis@chathamcountync.gov

[Visit 911 Addressing, Road Naming, Street Signs](#)

Step 2: Water and Sewer Source Approval

There are several options for water and sewer sources in Chatham County, depending on where your property is located. Approval is required before submitting a building permit regardless of the source. Below are some contacts that may be useful when seeking your water and sewer source approval.

[Chatham County Environmental Health](#) – 919-542-8288

[Chatham County Public Utilities](#) – 919-542-8270

[Town of Siler City Public Works](#) – 919-742-4731

[Town of Pittsboro Public Works](#) – 919-542-4621

[Goldston Gulf District](#) - 919-898-2239

Aqua – ANCNewBusiness@AquaAmerica.com

Old North State Water - 205-326-3200

Step 3: Planning / Zoning Approval

There are several planning / zoning jurisdictions in Chatham County. Below are some contacts that may be useful when seeking your planning / zoning approvals.

[Chatham County Planning Department](#) – 919-542-8204

[Town of Siler City Planning Department](#) – 919-742-4731

[Town of Pittsboro Planning Department](#) - 919-533-5480

[Town of Cary](#) – if you are located in the Town of Cary jurisdiction, all of your permits will be obtained from the Town of Cary, including building permits.

Step 4: Watershed Protection Approval

Watershed Protection Approval is required for all new homes within Chatham County, excluding properties located in the Town of Siler City and its ETJ.

[Watershed Protection](#) – 919-545-8395

Step 5: Building Permit Application Submittal

To apply, visit the [Chatham County Online Permitting Portal](#), complete all the required information and upload the required forms / approvals. Your application will be processed, and you will receive notification emails within 3 to 4 weeks of submission.

Forms / approvals to upload with your submission.

Application submissions will not be accepted without all the required information and all information on portal completed, including all contractors with complete contact information.

- * **Appointment** of Lien Agent from [Liens NC](#), for projects that are \$40,000 or more that are NOT the current owner's current primary residence. The 'appointment' is required to be uploaded to the building permit showing correct property address information and correct property owner information. Please see the websites FAQ page or contact page for questions regarding the Appointment of Lien Agent.

- * **Certificate of Workers Compensation Coverage** showing Chatham County as the certificate holder. (Chatham County, 80 East Street, PO Box 548, Pittsboro NC 27312) **OR** the Chatham County [Workers Compensation Verification](#) form **if** exempt from Workers Compensation coverage.

- * **Owner Build Statement** – if you plan to act as the General Contractor as the owner of the property, an [Owner Build Statement](#) is required.

- * **Building plans**
 - For mobile homes:
 - Floor layout required with rooms labeled as to their use.
 - Decks:
 - Deck details as per Appendix M in the NC 2018 residential code need to be reflected on plans.
 - All structures:
 - A hard copy of the stamped plans must be on the job site at the time of inspections.
 - Building plans **MUST** be uploaded as one PDF file.
 - All heated and unheated square footage must be listed on the plans, including areas to attics with full size doors with 7' or greater ceiling height and will be counted as storage.
 - Floor layout required with rooms labeled as to their use.
 - All structural aspects of plans must be included, including load points.
 - All pole / column construction without a foundation must have a North Carolina design professional seal, unless approved for Agricultural Exemption.
 - Plan information must include: footing / foundation, floor plans, elevations, typical wall section, and structural plans (I-beams, joists, girders, rafters, etc.)
 - Modular home plans must include footing / foundation information.
 - Deck details as per Appendix M in the NC 2018 residential code need to be reflected on plans.
 - Any rejected plans must be corrected and re-submitted.
 - All engineered structural components must reflect prescriptive installation instructions as per design professional.
 - Plans must be submitted and reviewed before issuance of a building permit. Please allow 3 to 4 weeks for residential plan review.
 - Drawings that are submitted that state NOT FOR CONSTRUCTION or FOR PLAN REVIEW ONLY will be returned without plan review. Drawings submitted for review shall be finalized drawings ready FOR CONSTRUCTION.

*Site Plan

*Water Source Approval

*Sewer Source Approval

*Planning / Zoning Approval

*Watershed Protection Approval

Step 6: You will receive a notification email once your permit is ready for payment and issuance, or if there are any additional items needed. Once you receive the email that your permit is ready for payment, please log on to the portal and make payment. Your permit will then be issued, and you can begin construction. If you prefer to pay in office, you may do so Monday through Friday from **8am to 4pm**.

Certificate of Occupancy Requirements

Before your Certificate of Occupancy can be released, the following requirements must be met, if applicable to your project.

Final approval from Chatham County Environmental Health regarding well and / or septic.

Copy of executed Engineer Certificate regarding state septic system.

Final approval from the Town of Pittsboro.

Final approval from the Town of Siler City.

Please note, this list is designed to act as a guide to assist in obtaining building permits. There may be additional requirements needed, or items listed that are not needed, depending on your project type / location.