

HOW TO OBTAIN COMMERCIAL BUILDING PERMITS

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

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: Food and Lodging Approval

[Chatham County Food and Lodging](#) – 919-542-8208

Step 6: 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.

* **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**

All building plans submitted must include a completed [Chatham County Building Code Summary](#) and it shall be located on the first or second page within the submittal set. The plans are reviewed by Building Inspections and the Fire Marshal's Office and if they are approved, they are stamped digitally or with ink. A stamped copy must be available onsite during construction for the inspector. A Shell Scope form is to be submitted with any shell building permit. It is not required for footing/foundation permits or a full building permit with a single tenant. Any multi-tenant building must be permitted as a shell and be completed prior to issuance of tenant upfit permits. One copy of paper plans are required for new/addition buildings 1,000 sq ft or larger and for alterations greater than 5,000 sq ft. Paper application submittals require two hard copies AND a digital copy. Plan information must include: intended use, footing/foundation, floor plans, elevations, typical wall section, and structural plans (I-beams, joists, girders, rafters, etc.) All engineered structural components must reflect prescriptive installation instructions as per design professional. Plans should also include all trade work, including schedules and riser diagrams. A copy of the site layout should be included with the building plans. Plan information must include: intended use, footing/foundation, floor plans, elevations, typical wall section, and structural plans (I-beams, joists, girders, rafters, etc.) All engineered structural components must reflect prescriptive installation instructions as per design professional. Plans should also include all trade work, including schedules and riser diagrams. A copy of the site layout should be included with the building plans.

Commercial buildings may be submitted as a foundation only, shell only or a full buildout of the space. Only a finished space will receive a Certificate of Occupancy. The foundation and shell are intermediate stages which we allow to be permitted prior to the full buildout. Any intermediate stage permit must be completed before the next state permit is issued.

With any rejected plans, the digital copies must be uploaded and resubmitted (sending corrections via email is not considered a formal resubmittal). Depending on the changes, another hardcopy may be requested. Any revisions made after original submittal must be 'clouded/bubbled'. Note should be added to the Title Block.

Please allow 4 weeks for commercial projects. The applicant will receive a notification email once the permit is ready for payment and issuance.

NOTE: Drawings that are submitted that state NOTE FOR CONSTRUCTION or FOR PLAN REVIEW ONLY will be returned. Drawings submitted for review shall be finalized design drawings ready 'FOR CONSTRUCTION'.

*Approved Site Plan

*Water Source Approval

*Sewer Source Approval

*Planning / Zoning Approval

*Watershed Protection Approval

Step 7: 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 Chatham County Planning. Final approval from the Town of Pittsboro.

Final approval from the Town of Siler City.

Final approval from Chatham County Food and Lodging.

Final approval from Chatham County Watershed Protection.

Please note, this list is designed to act as a guide to assist in obtaining building permits. There may be additional requirements needed, depending on your project type / location.