



PERMITTING AND BUILDING INSPECTIONS

80 East Street PO Box 548
Pittsboro, NC 27312
Office: 919-542-8293 or 919-545-8403
building.permits@chathamcountyNC.com

RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

Permits shall be issued by the Inspections Department before construction commences on projects regulated by the North Carolina State Building Code. Permit application requirements depend on the nature and scope of the project.

Permit Application: Apply for a Commercial New Building Permit or Commercial Alteration Building Permit as required for project type at the [Chatham County On-line Permit Portal](#). Select "Permits and Inspections" at the bottom of the page.

All attachments are required to be in .pdf format. Additional information and resources are available on the [Central Permitting webpage](#).

GENERAL REQUIREMENTS FOR SUBMITTED PLAN SETS

- Plans shall be drawn to scale with sufficient clarity and detail to describe the nature and character of the work. The plans shall bear the name, address, and signature of the person responsible for the design. The Inspections Department may require details, computations, stress diagrams or documentation sealed by a registered design professional, and other data necessary to describe the construction or installation of a system. (NC Administrative Code Section 106.2)
- A site plan is required for all new residences, additions increasing the building footprint, detached accessory buildings, and accessory structures regulated by the NC Residential Code. The site plan shall be to scale and include the following:
 - Property boundaries, metes and bounds, easements, rights-of-way, and significant topographic information
 - Identify all existing and proposed buildings, accessory structures, driveways, paving, utility poles, overhead wiring, and other site features
 - Identify the proposed construction footprint and dimensions to property lines and adjacent buildings and structures

NEW CONSTRUCTION OR ADDITIONS

- The following project types require a complete set of building plans
 - New single-family residences, duplexes, or townhomes.
 - Habitable or heated additions enlarging the footprint of an existing residence
 - Conversion of existing non-habitable spaces such as attics, basements, garages and carports, to habitable or heated space.
 - Detached accessory structures containing habitable or heated space, such as in-law units, pool houses, offices, workshops, studios, etc.
 - Sunroom additions
 - New roofs over existing porches and decks that are intended to be enclosed or otherwise not in compliance with NC Residential Code Appendix M.
 - Major or structural alterations to any existing buildings listed in this section
- Plan requirements:
 - Foundation Plan
 - Structural elements including foundation walls, piers, pilasters, footings, floor slabs, thickened slabs, bearing walls, posts, girders, beams, bands, joists, headers, etc.
 - Concrete thicknesses, member sizes, spans, framing direction, spacing, materials, species and grade, etc., for all structural elements.
 - Ventilation, insulation, moisture and vapor barriers, and crawl space access requirements.
 - Basement room layouts, room names/uses, room dimensions, stairs, etc.

- Floor Plans
 - Walls, room names/uses, plumbing fixtures, built-in casework, fireplaces and chimneys, safety glazing locations
 - Stairs (width, tread rise and run), handrails, and guards
 - Door and window sizes, locations and sill heights
 - Show all structural elements including walls, girders, beams, joists, posts, columns, headers, etc.
 - Show sizes, spans, spacing, materials, species and grade, and framing direction for all structural elements.
 - Existing adjacent room floor plans (for Additions)
- Roof Plan
 - Structural elements, including ridges, beams, hips, rafters, headers, posts, bearing walls and knee walls below, etc.
 - Dormers, rooftop structures, equipment, and provisions for their support.
 - Show sizes, spans, spacing, materials, species and grade, and framing direction for all structural elements.
 - Roof and attic ventilation.
- Exterior Elevations
 - Location of grade, floor-to-floor heights and roof pitches.
 - Exterior finishes, flashing, weeps, doors, windows, stairs, roof slopes, etc.
 - Doors, windows, louvers, crawl space and roof vents, exterior safety glazing locations, chimneys.
 - Exterior projections, decks and stairs.
- Wall Sections and Details
 - Footings, foundations, sills, joists, girders, lintels, ledgers/ hangers, floor/ wall/roof intersections, sheathing, insulation, wall finishes, moisture & vapor barriers, flashings, weeps, waterproofing, foundation drains, rafter ties, knee walls, etc.
- Special Engineering not addressed in the Building Code
 - Floor and roof truss layouts, engineered lumber products, laminated and steel beams, etc., and supporting structures to grade for loads on such elements.
 - Non-prescriptive designs: materials, spans, point load conditions, wall bracing, sealed crawls, etc.

BUILDING ALTERATIONS (no new building area or sight improvements)

- The following project types may require limited building plans, subject to the code official's approval
 - Minor, non-structural alterations to existing habitable or heated space
 - Detached accessory buildings with no habitable spaces
 - Unheated storage rooms
 - Decks and porches complying with NC Residential Code Appendix M
 - New roofs over existing open porches and decks, constructed in accordance with NC Residential Code Appendix M
 - Accessory buildings (storage buildings, sheds, carports, etc.)
- Plan requirements:
 - Delineate existing conditions, demolition and identify all elements of new work as listed for new construction plan requirements above
 - Show capacity of existing structures to support newly imposed loads
 - Evaluation, design, or certification by a licensed design professional may be required for non-prescriptive or concealed existing conditions
 - Depending on project scope, may require additional details on Plumbing, Mechanical, Electrical and/or Fuel-Fired components