



TOWN OF CARY

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PERMIT SUBMITTAL GUIDE

WORK DONE WITHOUT A PERMIT

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Bringing work previously done without the required permits up to current code can seem overwhelming. At the Town of Cary we've established a process that, if followed, will hopefully reduce some of that stress. Part of this process is the use of Multi-Trade Code Officials (MTI), to efficiently inspect all associated trades per visit instead of one inspector per trade. It promotes a big picture approach and not necessarily a trade approach where correcting one item may affect something else in another trade. Our process was established in conjunction with all NC Codes, Local Ordinances and Departmental procedures. Although this process addresses most scenarios, it's important to understand that each project is different and additional steps may be required per the Code Official.

Please note that for this type of permit, licensed contractors are required. They are to evaluate your space and correct non-code compliant issues prior to your first conference or inspection. Per NC General Statutes 87-1, if the cost of the project is \$30k or more, a NC Licensed General Contractor is required if the building is not occupied solely by the person and his family for at least 12 months following the completion of the work.

Addressing Work Done Without a Permit

1. Information typically needed to begin:

- Complete a permit application online (through the Online Portal) including licensed contractors' information (if applicable as stated above) for all applicable trades. A General Contractor is required if the cost of project is \$30K or more.
- Provide a dimensioned drawing and show square footage.
- Label all rooms with use (bedroom, office, gym, etc.). Bedrooms will need to meet egress requirements.
- Locate and size all windows and doors, show stairs, plumbing fixtures and appliances.
- Indicate ceiling height on the drawing.
- Double fees apply.

Provide a plot plan if applicable:

- If you are permitting any of the following, a proposed plot plan with the construction dimensioned to the property lines will be required: addition, deck, conversion of a deck to a porch or enclosed room.
- Per Local Ordinances the plans examiner may require a sealed survey to show that the work meets the required setbacks.

Provide sealed Engineer's Letter if applicable:

- Address any load bearing walls that were removed or altered, new roof dormers added, new beams installed, point loads that do not transfer to the foundation, etc. (Your field inspector can help determine if engineering is required at the Onsite Conference, see below).

2. Have your licensed contractor review the "Common Issues Found" document.

Provide Investigative Reports:

- Have detailed reports, on Company letterhead, from licensed Electrical, Plumbing or Mechanical contractors that address the work that was done without the proper sequence of inspections onsite for your first conference/inspection. The reports should address how the work meets the current code. The reports should not be based solely on the "Common Issues Found" document, but be inclusive of all non-code compliant items discovered during their evaluation.

3. Schedule an Onsite Conference/Inspection:

- Have all reports onsite from your licensed contractors. At a minimum, ALL items from the "Common Issues Found" document should be addressed at this point.
- Contractors are required to be onsite for the conference/inspection.
- This is the time (up to one hour) to discuss any additional issues or concerns you may have. The field inspector will let you know what needs to be done to move forward with the inspections.

4. Inspections:

- Schedule inspections as needed. Remember to take advantage of the MTI process and have all trades ready and scheduled for the same visit.
- The contractors may be required to be onsite for all inspections.

Common Issues with Unpermitted Work

(This guide shall be used for the review of the property for code compliance.)

This is not an all-inclusive list

Common building issues:

- Fire stopping and fire blocking verification may require opening sample areas in ceiling or walls.
- Smoke/CO alarm, smoke detectors required in all bedrooms and Carbon Monoxide detectors are required to be on every floor and outside bedroom areas – existing and new.
- Emergency egress opening. Emergency egress windows on 3rd floor renovations and basements must meet minimum dimensions per R310.1 in NC Residential Code.
- Headroom of 6'8" minimum required at stairs and bathroom fixtures.
- Steps must meet current code; risers (8 ¼" max), treads (9" min) and width (36" min), minimum landing 3'x3' at top and bottom of stairs.
- Fall protection (guardrail minimum 36" high) Handrail height 34" to 38" handrails are required where four or more risers.
- For framed walls, the cavity insulation shall be enclosed on all sides with rigid material or an air barrier material. Areas in question; tubs, showers, stairs, knee walls and fireplaces.
- Floor joist; minimum size and span.
- Safety glass requirements for impact areas.
- Improper swing of door over stair without a landing.
- All insulation R values for floor/wall/ceiling insulation must meet current code. This may require opening sample areas for verification.
- Structural work done will require a letter from a PE addressing all aspects of removed or added components.
- Insufficient footing/foundation (i.e., patio to sunroom). PE letter to address these items.
- Framing must meet current code.

Notes:

Common plumbing issues:

- Ejector pump not separately vented.
- Groundwork covered and may require to be viewed by camera.
- Plumbing tied into vent stack.
- Plumbing not vented or plumbing not vented properly.
- More than three water closets on 3" sewer pipe.
- Plumbing systems in the floor usually result in boring, notching and drilling (must be visually inspected).
- Plumbing must meet current code.

Notes:

Common mechanical issues:

- Duct insulation does not meet the R-value of current code.
- Mechanical system not zoned, if applicable.
- Unit not properly sized for area.
- Combustion air make up air not provided.
- Gas appliance not isolated properly.
- Duct work not insulated to R Value (R8).
- Need proper access for servicing.
- Mechanical work must meet current code.

Notes:

Common electrical issues:

- Receptacles not spaced per Article 210.52 in the 2017 NEC.
- Arc fault protection not installed.
- Tamper resistant outlets not installed.
- Wires not terminated properly.
- Gas pipe not bonded per code.
- Grounds not mechanically connected in devices.
- Ceiling fans installed in boxes not rated for ceiling fans.
- Electrical work must meet current code

Notes:

GENERAL NOTES:
