

TOWN of CARY

BUILDING PERMIT PROCESS

01

Application Submittal

Submit an application on the [electronic plan review](#) portal. You will need to register and create an account if you are a first-time user. ALL permits are applied for through electronic plan review. Upload supporting documentation as PDF files.

All Residential Trade Permits are applied for online through our [click2gov site](#).

The application will be reviewed to confirm all documentation has been included. If the application is incomplete you will be notified by email with a list of missing items.



02

Plan Review

Complete submittals will be forwarded to our plans examiners for review. All applications are reviewed for building code and zoning code compliance. You will be notified by email if additional information is required to complete your permitting.

We offer an express review for commercial projects. Please review the [Express Review Guide](#). Submit your permit online through the electronic plan review portal and schedule an appointment for you plans to be reviewed. You must be available by phone during your appointment time because staff may call you with questions to complete your application.

Small residential permits may be reviewed as a SPOT (Small Permit One-hour Turnaround). View the restrictions and limitations for a [SPOT permit](#). Submit your permit online through the [electronic plan review](#) portal and schedule an appointment for you plans to be reviewed. You must be available by phone during your appointment time because staff may call you with questions to complete your application.



03

Fees & Permit Distribution

Following the technical plan review, the development technicians will conduct their administrative review, which includes verification of complete contractor information, to include the lien agent, a current certificate of insurance from the general contractor, showing their workman's comp coverage listing the Town of Cary as a certificate holder, owner's affidavit (if applicable) and fee calculation to finalize the permit.

Once your permit is approved, you will receive an email from staff with payment instructions as well as a link to the stamped approved plans which must be available on-site for all the required inspections.



04

Inspections & CO/CC Issued

After the permit fees have been paid and the permit has been issued inspections may be scheduled, and the utility accounts will be established.

Schedule your inspections [on-line](#) or by calling 311 within Cary or 919-469-4000 outside of Cary.

Residential small project inspections are conducted by multi-trade inspectors. Schedule all the trades for the same day to save you and the inspector time.

Once all the required inspections have been approved a Certificate of Occupancy or a Certificate of Compliance will be issued and emailed to both the contractor and the property owner.

