



# Permitting and Inspections Guide For Residential Projects

\*\*\* This document includes dynamic hyperlinks. A **printed/paper copy** will not provide access to all of the included resources. \*\*\*

## Four Basic Steps to Getting Building Permits:

**Step #1:**  
Planning your Project

**Step #2:**  
Obtaining Permits

**Step #3:**  
Inspections

**Step #4:**  
Project Completion

## Related Resources:

Consumer Protection  
Information

Staff Contacts

FAQs

Documents  
and  
Forms

NC Building Codes

**Zoning:**  
Surveys and Plot Plans  
Impervious Surface and Setbacks

Fees

Inspection Types  
Descriptions

## STEP #1: Planning Your Project

### Know what you want done.

- Have a plan, research alternatives, and establish a budget. Have a schedule that works for you.

### Know your contractor.

- Here are some handy tips on hiring a contractor:
  - Start by getting at least three estimates. When you get those estimates, no matter how major or minor the work, don't be too quick to jump at the lowest bid. Do your homework (see next point).
  - You should contact at least three references. Ask about quality, clean-up, how changes were handled, were calls returned, and was the job completed on time and on budget. If not, find out why.
  - Make sure the contractor is licensed. In North Carolina, a contractor's license is only required for jobs that cost **\$40,000 or more**. But while that license doesn't guarantee success in a job, it does show a certain amount of professionalism and competence as well as required knowledge of the permitting procedure and State Building Code.
  - Get proof of insurance and verify it so you're not liable for problems.
  - Get a written contract that specifically lists what will be done, a payment schedule and timetable, including a completion date as well as information about permitting requirements.
  - Never pay too much up front.
  - Make sure you get a copy of your "Certificate of Completion" from the Town of Cary. A "Certificate of Completion" or "COC" is typically issued for an alteration, addition, or renovation project. A Certificate of Occupancy" or "CO" is generally reserved for new construction projects. The COC is proof that the work was permitted, and inspections were approved. (You can also ask for your permit number and follow your projects permitting & inspections status via our [online permitting website](#))
- ❖ [Homeowner Information Form](#) \*\*\*\*Important!!! Please read this document before hiring contractors!\*\*\*\*
- ❖ [Contractor Licenses - How to check](#)
- ❖ [What happens if my home has previous work that was completed without proper permits?](#)

### Please Remember:

You should **never** pay contractors in full until the job is complete, all inspections have been approved and you are satisfied with the work.

## STEP #2: Permits

- [Permits: When they're required and when they aren't](#)

The permitting process can take up to two weeks. During that time, your contractors' licenses are verified, your plot plan is checked for compliance with zoning requirements, and your building plans are checked for compliance with NC State Building Codes. If all is approved, you will be contacted by email with information on how to pay and print your drawings. If declined, you will receive an email with comments. Re-submit through the portal for another review.

While a contractor can act as a homeowner's agent and pull the necessary permits, it is the homeowner's responsibility to make sure that the appropriate permits are obtained.

[Additional site approvals and environmental permits for residential projects](#) (ex. floodplain, stream buffer impacts, erosion control for land disturbance) may be required in addition to a building permit.

- ❖ When gathering required documents, drawings, and information for permit submission, consult the "[Project Guides](#)" below.

All permits are to be obtained through **online submittal**. There are **three** possible options:

### Option #1:

### Option #2 (most common)

### Option #3

[Building Permits Online](#)

**Eligible Projects:**

- HVAC changeouts
- Water heater changeouts
- Generator installations
- Electric vehicle charging equipment
- Electrical service changes, etc.
- Replacing water lines
- Replacing ductwork.
- Gas line installations
- Water and/or sewer line replacements
- Electrical circuit installations

These permits are typically processed within **1 business day**.

[SPOTS - Small Project Online Transmittals](#)

**Eligible Projects:**

- Decks, porches, storage buildings, additions less than 500 square feet.
- Interior alterations less than 1,500 square feet.
- **Most residential alterations, additions and renovations fall into this category.**
- A plans examiner will advise the applicant if a project is too complex to be reviewed as a SPOT.

Typical permitting time is less than **1 week**.

[Standard Residential Plan Review](#)

**Eligible Projects:**

- **Virtually all other residential 1 and 2-unit dwelling unit projects.**
- New Home Construction
- Decks, porches, storage buildings, additions greater than or equal to 1500 square feet.
- Interior alterations greater than or equal to 1500 square feet.

Typical permitting time is **10-14 days**.

**Need assistance with application submission?** Please see the [online instruction manual](#) and/or contact our Development Services Staff ([DRC@townofcary.org](mailto:DRC@townofcary.org)).

## Remote SPOT Plan Reviews (Effective March 17, 2020)

**Our SPOT program is an expedited residential project plan review service.** There is no additional cost for this service. However, your project must meet certain criteria to qualify.

Projects that qualify for our expedited SPOTS program:

- Decks, porches, storage buildings, additions less than 500 square feet.
- Interior alterations (renovations) less than 1,500 square feet.
- ❖ **Note:** Some projects that are extensively complicated or time consuming, may be re-directed back into standard plan review at the discretion of staff.

As part of our SPOT program, we ask that customers **NOT** to come into Town Hall for review times. Applications will be processed electronically. If the plan reviewer has questions while reviewing your permit application and project plans, they will reach out via phone.

- Apply for your permit and schedule your SPOT review time through the [electronic plan review](#) portal as usual.
- For questions about surveys, plot plans, setbacks, and impervious surface [click here](#).
- Staff will review your permit electronically.
- Be available via phone for questions during your scheduled review time.
- You will be notified by email once your SPOT permit is complete.
- There will **NOT** be a permit card – the permit will be issued electronically.
- **You'll need to print your documents and plans and have them available on-site for the inspector.**

## Additional Site Approvals

[Additional site approvals and environmental permits for residential projects](#) (ex. floodplain, stream buffer impacts, erosion control for land disturbance) may be required in addition to a building permit.

## Project Guides:

### Interior Projects:

**Kitchen and Bathroom Renovations**

**Basement Finishing or Renovating**

**Attic Finishing or Renovating**

**Closed or "Encapsulated" Crawlspace**

### Exterior Projects:

**Decks**

**Screened or Covered Porches**

**Sunrooms**

**Sheds, Workshops, or Garages**

**Swimming Pools or Hot Tubs**

**Closed or "Encapsulated" Crawlspace**

**Retaining Walls**

**Irrigation**

**Solar PV (Photovoltaic) Systems**

**Electric Vehicle Charging Equipment**

**Fences**

## STEP #3: Inspections

### Conferences

- Any homeowners or contractors who are unsure about certain aspects of the inspection process are highly encouraged to request a “Conference” at the early stages of the project. Upon request (and at no additional charge), the Town will send a Code Official to your project to meet with the contractor(s) and/or homeowner to discuss the requirements for inspections.
- Conferences can be requested by calling 311 or 919-469-4000 and speaking with a citizen advocate.
- **All pool projects require a conference** following permit issuance and prior to the onset of the project.

### Types of Inspections

- For residential projects, Cary performs the following inspection trades:

Building	Plumbing	Mechanical	Electrical
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- ❖ Depending on the scope of your project there may be other required inspections related to zoning compliance, stormwater and sediment controls, infrastructure, or others as determined by staff.
- Within the inspection trades, there are “**required inspections**” that are determined by the plans examiner at the time of your plan review. They use their judgment based on the information available at the time of the plan review. After permit issuance, please consult your field inspector at one of your first inspections or request a conference to discuss what inspections may be added or removed. Ultimately, the permit holder is responsible for requesting inspections prior to obscuring or covering work. If it is work that will be covered (by drywall, dirt, wood panels, deck boards, etc.), it will most likely require an inspection before you cover it.
- See the list of [common inspection types](#) (with descriptions) at the end of this document.
- Fire Inspections are **not** performed on existing residential structures. **However**, there are some fire-related items that may be verified as part of your other inspections. Verification of smoke detectors and carbon monoxide detectors will be required as detailed below:
  - ❖ When interior alterations, repairs, or additions requiring a building permit occur, the dwelling must be equipped with smoke alarms, per R314. Smoke alarms are required to be installed in each sleeping room, outside each sleeping room, and one on each habitable story including habitable basements and attics. Where ceiling finishes are not removed, battery powered (or plug-in type) alarms are acceptable per R314.2.
  - ❖ When interior alterations, repairs, or additions or replacement of a fuel-fired equipment requiring a permit occur in an existing dwelling, a carbon monoxide alarm must be installed. A carbon monoxide alarm shall be audible in each separate sleeping room over background noise with doors closed. See R315.

## Scheduling Inspections

- [Online](#)
- Call 311 or (919) 469-4046 weekdays from 7 a.m.-7 p.m.
- Over 95% of the time, Cary will have capacity to complete your inspection within 1-2 business days.
- When planning your inspections, please make sure you request an inspection before obscuring or covering any work. If it is inside a wall or covered in some manner, it probably needs to be inspected before covering it up.
- Are you unsure of code requirements or need guidance on the process? Request a "conference" with a code official by contacting 311 (or 919-460-4000). There is no additional charge to meet with a code official at your project site.

## What to Expect on the Inspection Day

**Important** - If you would like to request a specific inspection time window or if you have information that needs to be discussed with the inspector prior to the inspection, please contact the inspectors before 7:30am so they can consider that information as they compile their inspection schedule for the day.

- Visit [Who's My Inspector?](#) to find your assigned inspector and cell phone number.
- Call your inspector between 7 and 7:30 a.m. to get an ETA or discuss time restrictions.

## Other Inspection Related Information

### Remote Inspection Requirements

Over 90% of our inspections are completed by a code official physically walking the project site. However, with code official approval, a Live Remote Inspection (LRI) process may be utilized. The customer is responsible for the following to utilize the live remote inspection process:

- Download and be familiar with the Google Meet application or Apple Facetime.
- Adequate cell service must be available at the inspection site.
- Have all necessary tools and documents available, such as a tape measure, level, GFCI tester, step ladder, manufacturer's installation instructions, permit and site plans, etc.
- The permit holder or contractor must be physically present on site and familiar enough with the work so they can walk through the project site to show the remote code official the applicable work.

### Live Remote Inspection Procedure:

1. Contact the primary inspector to schedule an inspection time. We will do our best to accommodate remote inspections throughout our day, but in turn please remain patient and flexible.
2. At the inspection time, the inspector will video connect with the contractor using Google Meet or Apple Facetime.
3. The inspector will direct the contractor to verify the inspection location (i.e., using the street address on building, etc.).

4. The inspector will direct the contractor to properly perform the inspection. If there is insufficient signal or if at any time, the code official cannot see what they need to see to properly perform the inspection, a traditional on-site inspection may be required.
5. The inspector will close the video meeting and update the permit record with notes and inspection result(s). Inspection results can be found here: <https://cary-egov.aspgov.com/Click2GovBP/index.html>

## Engineering Requirements

There are times when certain elements or components of your project may not fall within the specific requirements of the Building Code Books (prescriptive code). In such cases, a 3<sup>rd</sup> party engineer (design professional) may be required to provide a design and/or report indicating whether the work is "equivalent" to the NC Building Codes. All letters and designs must be stamped by the engineer/architect, must be site specific (has the address listed), and must clearly state what work they are addressing.

To avoid conflicts of interest, Cary does not endorse or recommend specific engineers or architects. If you are working with a licensed general contractor, they likely have preexisting relationships with a structural engineer.

- [Third-Party Inspections Procedure and Design Professional Inspection Form](#)

## How do I request a change of contractor for my permit?

If you need to change one or more of your contractors on your permit, please submit your request using the link below:

<https://www.townofcary.org/Home/Components/Form/Form/74baafe266f64139912c92c5c6d4ead9/>

Requests do incur a fee of \$75.00. The charge is per request (not per contractor). So, you can change multiple contractors simultaneously for a single \$75.00 fee. Change of contractor requests are generally processed within 1 business day.

## My project plan has changed. How do I revise my approved project plans?

If there is a substantial deviation in your plans, you will likely need to submit a revised project plan to Cary so a plans examiner can review the changes and stamp the new set. To do so, please log into the online permitting portal to complete that submission: <https://townofcary.idtplans.com/secure/>

**Need assistance with plan modification submission?** Please see the [online instruction manual](#) and/or contact our Development Services Staff ([DRC@townofcary.org](mailto:DRC@townofcary.org)).

## STEP #4: Completing your Project

A “**COC**” (Certificate of Compliance) or “**CO**” (Certificate of Occupancy) is the certification that all permit and inspection requirements have been satisfied. It is a good idea to keep a copy along with plans and contractors as long as you own the home.

### **How can I obtain a copy of my Certificate of Occupancy or Certificate of Compliance?**

Certificates of Occupancy for current projects are typically processed within **one to two business days** following the approved final building inspection. We email the Certificate of Occupancy/Certificate of Compliance to the homeowner of record at the *time the original permit was issued*, and the contractor (if applicable).

If you need a copy of a Certificate of Occupancy or Certificate of Compliance for a completed project, please contact 311 or (919) 469-4000.

### **How can I obtain a copy of my building permit records?**

The Town of Cary Inspections & Permits Department retains building permit records in accordance with the North Carolina Department of Cultural Resources, Division of Historical Resources, Archives and Records Section, Records Retention and Disposition Schedule (typically 6 years from date of project completion or as required by North Carolina Department of Cultural Resources). To request records, contact [311@townofcary.org](mailto:311@townofcary.org) or call 311 (919-460-4000).

## Related Resources:

### Consumer Protection Information

- To learn more about these and other construction procedures, call 311 or (919) 469-4046 weekdays from 7 a.m.-7 p.m.
- The [Consumer Protection Division](#) of the N.C. Attorney General's Office works to protect the public from unfair and deceptive business practices, including fraud and scams.
- The [Better Business Bureau](#) is a nonprofit organization supported by local businesses. It promotes consumer and business education. Services include informal dispute resolution between customers and businesses.
- [The North Carolina Licensing Board for General Contractors](#)  
5400 Creedmoor Road, Raleigh, NC 27612 Post Office  
Box 17187, Raleigh, NC 27619  
P: 919 571-4183 | F: 919 571-4703
- [North Carolina State Board of Examiners of Plumbing, Heating, and Fire Sprinkler Contractors](#)  
1109 Dresser Court, Raleigh NC 27609  
P: 919-875-3612
- [North Carolina State Board of Examiners of Electrical Contractors](#)  
3101 Industrial Drive, Suite 206, Raleigh, NC 27609  
Telephone: (919) 733-9042      Fax: (800) 691-8399
- [North Carolina Board of Examiners for Engineers and Surveyors](#)  
4601 Six Forks Road, Suite 310, Raleigh NC 27609  
Telephone: (919) 791-2000

### Staff Contacts

If you have questions but you are unsure who you need to speak to, please contact 311 and they will direct you to the most appropriate department contact. **Call "311" inside town limits or (919) 469-4000.**

- **For assistance with permit applications or permit processing**, please contact the Development Services Group ([DRC@townofcary.org](mailto:DRC@townofcary.org)).
- **For residential inspections or code questions**, please contact the Code Official for the Residential Multi-trade Group (Dale Jarman – [dale.jarman@townofcary.org](mailto:dale.jarman@townofcary.org))
- **For residential plan review questions**, please contact one of our residential plan reviewers.  
Susan Hickman – [susan.hickman@townofcary.org](mailto:susan.hickman@townofcary.org)  
Bob Neal – [bob.neal@townofcary.org](mailto:bob.neal@townofcary.org)

If you are trying to reach a specific staff member not listed above, please use the [Staff Contacts List](#).

## Surveys, Plot Plans, Setback Requirements & Impervious Surface Limits

### Setback & Impervious Surface Limits

- All residential lots have required setbacks for the structures on the lot.
- Setbacks are measured to the property lines.
- Setbacks are measured to the foundation wall of the house, or outer band of a deck or porch.
- The front property line is not the back of the curb. The "right of way" is in-between the back of the curb and your property line, see your survey to find the front property line.
- A fence is not always an indicator of a property line; check your survey for property line location.
- Iron pipes in the ground that were placed by the surveyor may still be located in your yard, they indicate the property lines.
- Impervious surface in Cary is determined on the recorded plat for your neighborhood. Older plats before around 2007 do not have impervious surface limits. A list of impervious surfaces can be found on our website. To find out if your lot has a limit, please submit your request to: [311@townofcary.org](mailto:311@townofcary.org) or call 919-469-4000.
- Setbacks vary depending on neighborhood. To find the setbacks for your lot, please submit your request to: [311@townofcary.org](mailto:311@townofcary.org) or call 919-469-4000.

### Surveys

- Surveys are private documents and are usually found with your real-estate papers; they are not registered or kept by the County.
- The Town may have a copy of the foundation survey for your house if it was built 2012 or beyond. To see if the Town has a survey for your lot, please email your address to: [susan.hickman@townofcary.org](mailto:susan.hickman@townofcary.org) or call Susan Hickman at 919-462-2009.
- If you have lost your survey, your real-estate closing attorney may have a copy.
- If you purchased your house without having a survey prepared, one may not exist for your property. To obtain a survey contact a Professional Land Surveyor (PSL) to purchase a survey of your property.
- If you need to find your property lines or locate the irons that mark the lines, you will need to contact a PSL. The Town does not provide surveying.

### Proposed Plot Plan Required When Pulling a Permit

- If you are building outside the footprint of your house, you will need a proposed plot plan when you apply for a permit.
- You will also need a proposed plot plan if you are changing an existing deck or porch into main dwelling, such as a sunroom or addition. The location of an existing deck or porch may not meet the current setbacks for the main dwelling.
- The proposed plot plan must be to scale, show existing construction and proposed construction dimensioned to the property lines. There is a sample on our website.

- You can use an existing survey of the property. You can draw the proposed construction in yourself and dimension it to the property lines.
- If you do not have a survey, you can draw a proposed plot plan yourself, it must be to scale. Use a website like [wakegov.com](http://wakegov.com), or Google Maps to find the lengths of your property lines, sometimes you can get an estimated distance from the house to the property lines. You will need to be able to find your property lines in your yard to make sure your drawing is close to your existing conditions.
- Depending on where you are proposing to build, a sealed as-built survey, prepared by a Professional Land Surveyor (PLS), may be required to verify the location of the new work. In this case it is recommended that you have the PLS find your property lines and mark them in the yard before you begin construction. When the project is under way, the PLS will come back to measure to the structure and prepare the survey document. Your field inspector will pick up the survey from the construction site before framing is started. At that time, if you are building too close to the property line, you will be able to move the foundation before getting too far into the project.
- **Important:** The need for a survey will be determined during plan review. Not all projects will require a survey. Please wait for the plans examiner to determine if one is needed before you hire a Professional Land Surveyor (PLS).

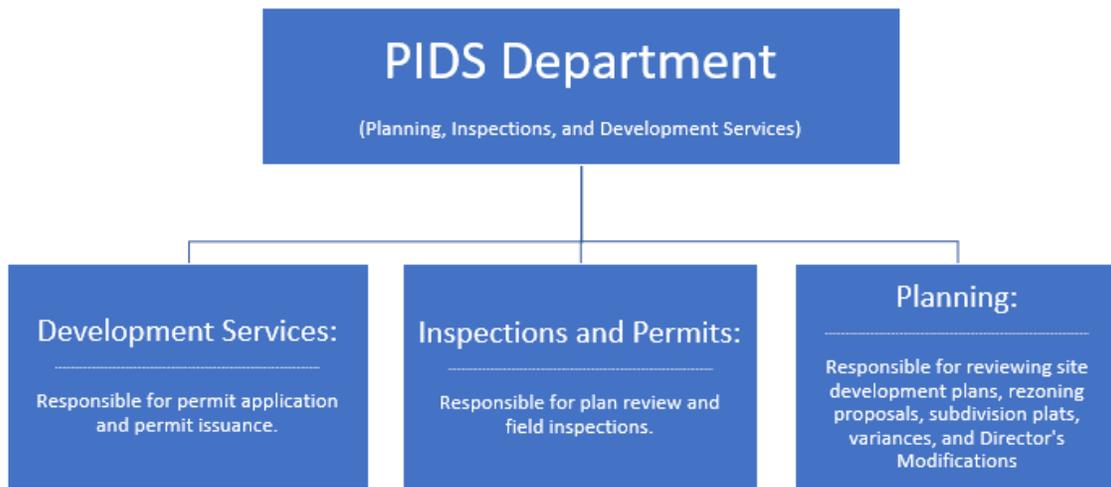
## Common Inspection Types for Alteration, Addition, and Renovation projects:

The list below shows the most commonly used inspections for each trade. Your project will necessitate one or more of these inspections as determined by Town staff either at the time of permit issuance or through the course of construction and inspections.

Inspection Code	Description	Trade	Details
BX10	Footing Excavation (Building)	Building	
BX11	Footing Excavation (Deck)	Building	This inspection is used to verify the soil suitability prior to pouring or placing concrete footers in the excavated hole.
BX12	Foundation (Deck Post and Footer)	Building	This inspection is commonly used on decks or screen porches and is used to verify the position and possible connection of the post to the top of the footer.
BX15	Under-Slab (Building)	Building	
BX16	Under Slab (Garage)	Building	
BX17	Rough-In/Framing (Masonry Fireplace)	Building	
BX18	Foundation	Building	
BX19	Foundation (Basement/Waterproofing)	Building	
BX20	Framing (First Floor_Open)	Building	This inspection is generally used for to allow the code official access to the floor system framing from above (prior to installing floor sheathing or deck boards).
BX21	Foundation (pickup survey)	Building	When a foundation survey is required to verify setbacks (for additions), this inspection should be scheduled before framing begins.
BX22	Building Framing <2500 SQ FT	Building	
BX23	Building Framing 2500-5000 SQ FT	Building	
BX24	Building Framing >5000 SQ FT	Building	
BX25	Framing (Deck_Open Floor)	Building	
BX26	Insulation	Building	
BX28	Framing (Housewrap / Exterior Moisture Barrier)	Building	This is generally not a required inspection except in new construction.
BX2F	Fire Protection (<3' separation)	Building	
BX30	FINAL (Building)	Building	
BXMS	Footing/Under Slab (Monolithic Slabs Only)	Building	
EX10	Rough-In (Electrical Underground)	Electrical	
EX22	Rough-in (Electrical <2500 SQ FT)	Electrical	
EX24	Rough-in (Electrical >2501 SQ FT)	Electrical	
EX30	FINAL (Electrical <2500 SQ FT)	Electrical	
EX32	FINAL (Electrical >2501 SQ FT)	Electrical	
EX40	ELECTRICAL TEMPORARY BOARD	Electrical	
EX42	Conditional Power (Final)	Electrical	
MX10	Rough-In (Mechanical Underground)	Mechanical	
MX20	Rough-In (Mechanical)	Mechanical	
MX30	FINAL (Mechanical)	Mechanical	
PX10	Under-Slab (Plumbing)	Plumbing	
PX11	Rough-In (Water Service)	Plumbing	
PX12	Rough-In (Sewer Service)	Plumbing	
PX20	Rough-in (Plumbing)	Plumbing	
PX30	FINAL (Plumbing)	Plumbing	
PX36	Rough-In (Mechanical Condensate to Sanitary Sewer)	Plumbing	
CONF	CONFERENCE (CONF)	Can be used for any trade	
FLUD	FLOOD PLAIN SURVEY (FLUD)	Stormwater Inspections	
INFS	Infrastructure (INF)	Infrastructure Inspection Group	
S100	RES. EROSION SIGN OFF (\$100)	Stormwater Inspections	
S295	SITE INSPECTION (\$295)	Site Inspections	

## General Information on the Town of Cary “PIDS” Department

The “PIDS” Department is a collaborative union of Development Services, Inspections & Permits, and Planning. The graphic below is a brief overview of the general responsibilities of each group.



## Residential Building Permit and Administrative Fees:

**For a current copy of the Town of Cary Annual Operating Budget and Listing of Fees, please visit:**  
<https://www.townofcary.org/services-publications/plans-publications-reports/budget>

Description	Notes	Fee	Unit	Minimum Fee
Addition to a dwelling	Building Permit Only	\$ 0.165	Sq. Ft.	\$ 204.00
Alterations (Renovations) to a dwelling	Building Permit Only	\$ 0.165	Sq. Ft.	\$ 75.00
Accessory Building (Screen porch, detached garage)	Building Permit Only	\$ 0.165	Sq. Ft.	\$ 204.00
Deck	Building Permit Only	\$ 0.165	Sq. Ft.	\$ 75.00
Add roof over existing deck, driveway or patio	Building Permit Only	\$ 0.165	Sq. Ft.	\$ 75.00
Structural Repair (based on area of work)	Building Permit Only	\$ 0.165	Sq. Ft.	\$ 75.00
Trades (Plumbing, Mechanical, Electrical)	Cost for <b>each</b> applicable trade in addition to the Building Permit Fee	\$ 0.044	Sq. Ft.	\$ 75.00
<p><b>Note:</b> The fees above are based on a per square footage fee. The square footage is calculated by the applicable floor area containing the work. You must calculate each trade separately and add them together to project your permit costs. However, there is an exception for some projects that allow for "Flat Fee" calculations (as noted below).</p>				
<p><b>Example Calculation:</b> It is important to consider the minimum permit fee for each trade. A structural repair that affects 10% of a roof in a 1200 sq.ft. home, would be 120sf x .165 = \$19.80. However, the minimum fee of \$75.00 would apply because \$19.80 is less than \$75.00.</p>				
<b>The following charges are flat fees (not dependent on square footage):</b>				
Closed Crawlspace (includes all trades)	Includes all Trades	<b>FLAT FEE</b>		\$ 150.00
Demolition of an Existing Home (includes all trades)	Includes all Trades	<b>FLAT FEE</b>		\$ 132.00
Equipment Changeout (HVAC, Water heaters, etc)	Includes all Trades	<b>FLAT FEE</b>		\$ 75.00
Other Accessory Structure (Building permit fee only; Other trades fees apply @ \$75/ trade)	<b>Building Permit Only</b>	<b>FLAT FEE</b>		\$ 75.00
Retaining Wall	<b>Building Permit Only</b>	<b>FLAT FEE</b>		\$ 75.00
Solar Panels (PV) System	Includes all Trades	<b>FLAT FEE</b>		\$ 150.00
Reinspection Fee (when applicable) <sup>1</sup>	Each trade individually	<b>FLAT FEE</b>		\$ 100.00

<b>Standard Plan Review</b>			
Standard Plan Review - <b>Utility Pre-Treatment</b>	--	<b>FLAT FEE</b>	\$ 75.00
<b>Re-Review</b> (flat fee - inclusive of all trades)	Includes all Trades	<b>FLAT FEE</b>	\$ 75.00
<b>Project Modification Fee</b> <sup>4</sup> (per occurrence)	Includes all Trades	<b>FLAT FEE</b>	\$ 75.00
<b>Change of Contractor Fee</b> - charge for changing one (or more) contractors listed on a permit.	--	<b>FLAT FEE</b>	\$ 75.00
<b>Permit Revocation Fee</b>	--	<b>FLAT FEE</b>	\$ 75.00
<b>Refund processing fee</b> - Fee charged for refund of permit fees if applicant decides to cancel project after permit issuance.		<b>FLAT FEE</b>	\$ 100.00
<b>Homeowner Recovery Fund</b> <sup>3</sup>	Applies to Building Trade Only	<b>FLAT FEE</b>	\$ 10.00

1. A reinspection fee shall be assessed when the project is not ready for inspection, recurring, deficiencies exist, or inspection requests are not canceled on time.
2. Double permit fees shall be charged for work started without a permit (applicable to all permits)
3. Applied to new homes or alterations/additions to existing single-family home performed by a licensed general contractor (per G.S. 87-15.6)
4. Change to the project plans that requires another plan review after initial plan review approval and/or permit issuance

**Important Disclaimer:** The information in this document is meant to be supplemental information and is not inclusive of all requirements. This is intended to be a helpful guide for citizens and contractors. If you have questions beyond the scope of this document, please call us. We want to help build community with you.