



Inspections & Permits Department 316
 North Academy Street
 Cary, NC 27513
 (919) 469-4046 Fax: (919) 462-3840
 Email: BuildingSafety@townofcary.org
 www.townofcary.org

RESIDENTIAL APPLICATION FOR PERMIT

Application # _____ - _____

TOWN of CARY

PROPERTY INFORMATION			
Project Address _____		City _____	ZIP _____
Subdivision _____	Lot No. _____	County: Wake County	Chatham County
Property Owner _____		Primary phone _____	
Address _____		Suite _____	Secondary phone _____
City _____	State _____	ZIP _____	Owner Email _____
Applicant _____		Primary phone _____	
Address _____		Suite _____	Secondary phone _____
City _____	State _____	ZIP _____	Fax number _____
Project Contact Person _____		Applicant Email _____	
SCOPE OF WORK & BUILDING INFORMATION			
FOR NEW DWELLINGS: CHECK THIS BOX AND COMPLETE PAGE 4		Total Construction Cost \$ _____	
Description of work _____			
Total area (SF) of the new work : _____			
Principal Building on this Lot: Single Family Dwelling Townhouse Duplex (a separate permit is required for each unit of a duplex)			
Permit Type: Addition to building Alteration to building Accessory structure (complete page 3 of the application)			
UTILITY INFORMATION			
Water	Cary	Private ¹ (well)	New water and/or new sewer service is requested. A Water and Sewer Service Application detailing the scope has been provided with this application.
Sewer	Cary	Private (septic)	
Electric	Duke Progress Energy ²		Town of Apex ²
Notes: 1. Installation of a new well requires additional Site/Subdivision Plan approval and County Health Department approval 2. First time customers MUST apply with the appropriate agency checked above to set up an account			
PROPERTY OWNER'S STATEMENT			
Property Owner's Statement			
I hereby certify that I have the authority to make the necessary application, that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations or private building restrictions, if any, which may be imposed by deed. The Inspection & Permits Department will be notified of any changes in the approved plans and specifications for the project herein prior to implementation. Fees will be calculated by staff based on applicant information provided at the time of building permit application review. Please see the Department's Fees Estimation Guide for more information.			
Check one of the following boxes:			
This permit application is for new work		This permit application is to legalize work performed without a permit, inspections or approvals. I understand that this work must conform to the current code in effect and all wall coverings and insulation must be removed to expose all work done without a permit so all work can be visually inspected by the code enforcement official.	
Property Owner/Agent (print) _____		Signature _____ Date _____	

CONTRACTOR INFORMATION

GENERAL CONSTRUCTION (Building)						
Contractor (Company Name) _____		Phone _____				
Address _____		City _____		State _____	ZIP _____	
Email _____		Fax _____		Building Construction Cost \$ _____		
Contact Person _____		License Number _____				
Classification: Residential Building Limited Intermediate Unlimited						
Check one of the following boxes:						
<p>I am a general contractor duly licensed by the NC Licensing Board of General Contractors. I am permitted by my license to contract on projects not to exceed the limitations of my classification. The Plumbing, Mechanical and Electrical contractors listed below are considered subcontractors.</p> <p>I am an unlicensed contractor. I am permitted to contract on projects on this property with a total value of less than \$30,000. I am not permitted to perform or subcontract plumbing, mechanical or electrical work so all of the following contractors are considered prime contractors and have contracts directly with the property owner.</p> <p>I am the property owner acting as the general contractor. I have provided the completed form entitled: Owner Exemption Affidavit. By listing myself as a contractor for building, plumbing, mechanical and/or electrical on this application I do so knowing that I intend to live in this house for a period of twelve (12) months following completion.</p>						
PLUMBING						
Contractor (Company Name) _____		Phone _____				
Address _____		City _____		State _____	ZIP _____	
Email _____		Fax _____		Plumbing Construction Cost \$ _____		
Contact Person _____		NC License Number _____				
Classification: Class I Class II Owner N/A						
MECHANICAL						
Contractor (Company Name) _____		Phone _____				
Address _____		City _____		State _____	ZIP _____	
Email _____		Fax _____		Mechanical Construction Cost \$ _____		
Contact Person _____		NC License Number _____				
Classification: H-3 Owner Class I Class II						
ELECTRICAL						
Contractor (Company Name) _____		Phone _____				
Address _____		City _____		State _____	ZIP _____	
Email _____		Fax _____		Electrical Construction Cost \$ _____		
Contact Person _____		NC License Number _____				
Classification: Limited Intermediate Unlimited Owner Other						
Voltage: 50 or less 600 or less 600 or more						

INFORMATION FOR PROPOSED ACCESSORY STRUCTURES

IF YOUR PROJECT IS A NEW DWELLING SKIP THIS PAGE AND GO TO PAGE 4

COMPLETE THE SECTIONS THAT BEST DESCRIBE THE WORK YOU INTEND TO PERMIT WITH THIS APPLICATION. CHECK THE APPROPRIATE BOX AND PROVIDE THE DIMENSIONS AND OVERALL SQUARE FOOTAGE OF THE PROJECT.

IF YOU NEED HELP COMPLETING ANY PART OF THIS APPLICATION, WE WILL BE GLAD TO ASSIST YOU. IF YOU ARE CURRENTLY OUTSIDE OUR OFFICE PLEASE CALL 469-4046 FOR ASSISTANCE.

Accessory Structure. Structures attached to the main dwelling or detached structures without sides or walls.

Deck (wood)	Size: _____ x _____	Total Floor Area (SF): _____
Porch with roof (screened or open)	Size: _____ x _____	Total Floor Area (SF): _____
Structure without sides (carport, gazebo)	Size: _____ x _____	Total Floor Area (SF): _____
Sunroom (a structure where the combined area of windows and skylights exceed 40% of the total area of the exterior walls and roof)		
Unheated	Heated by: Gas Electric	Size: _____ x _____ Total Floor Area (SF): _____
Pergola/Trellis	Size: _____ x _____	Total Floor Area (SF): _____
Other _____	Size: _____ x _____	Total Floor Area (SF): _____

Notes:

1. A design by a NC Licensed PE or Architect is required for a deck (post & beam) supporting an enclosed space
2. An electrical permit is required for all sunrooms and may be required for decks and covered porches

Detached Building. Structures separated from the main dwelling which are enclosed with walls.

Storage building, workshop or garage* Size: _____ x _____ Total Floor Area (SF): _____

- A. List the total gross floor area of all floors for existing and proposed detached accessory buildings on this lot _____
- B. List the heated square footage of the principal dwelling from the Wake County Register of Deeds website _____

* For lots less than 40,000 square feet (0.918 acre) the combined floor area of all detached accessory buildings/structures cannot be greater than 33 percent of the heated square footage of the main dwelling. For lots larger than 40,000 SF see LDO 5.3.2 for building limitations.

Swimming Pools, Hot Tubs & Spas. Any structure intended for swimming or recreational bathing that contains 24 inches of water.

Spa or hot tub supported by a deck**	Size: _____ x _____	Total Area in SF: _____
Spa or hot tub supported by a concrete slab	Size: _____ x _____	Total Area in SF: _____
Swimming pool	Size: _____ x _____	Total Area in SF: _____
Patio/decking associated with pool	Size: _____ x _____	Total Area in SF: _____
Other _____	Size: _____ x _____	Total Area in SF: _____

**Deck requires foundation design by a NC Licensed PE or Architect (provide the design with this application)

Notes:

1. A drawing showing the existing or proposed barrier fence design must be provided with this permit application
2. More information is provided on our Department's [Guide for Residential Swimming Pools, Spas, and Hot Tubs](#)

Plot Plan. Two copies of the plot plan are required for projects with proposed work outside of the exterior walls of the principal dwelling.

- Draw with a permanent medium (no pencil) showing the entire lot with the outline of all buildings located on the lot
- Draw to an engineer's scale (1" = 20' or 1" = 30') using the largest scale that will fit on 8½" x 11" or 8½" x 14" paper
- Include cantilevers, decks, porches, driveways, retaining walls, HVAC equipment and electrical service/meter
- Include easements, buffers and the setback table from the recorded plat along with any other deed restrictions
- Include dimensions for all proposed buildings and structures consistent with the plans provided for review
- Indicate the distance from each property line to the proposed building or structure at the nearest point as measured at a right angle to the respective property line
- For swimming pools, spas or hot tubs include the associated pool decking surround (usually concrete, masonry or stone), the distance of the decking surround to the property line and the location of the required barrier fencing
- Include impervious surface calculations on lots where impervious limitations are listed on the recorded plat
- Provide a plot plan stamped "Approved" by the appropriate county if a well or septic system exists on the lot

PLAN INFORMATION SUPPLEMENT

COMPLETE THIS SHEET FOR NEW DWELLINGS ONLY

NEW DWELLING DETAILS									
Dwelling Type:	Single Family Detached			Single Family Attached (Townhouse)			Duplex		
Construction:	Conventional/Built on Site			Modular (factory built)			Manufactured (factory built)		
Foundation:	Basement		Crawl Space (vented)		Crawl Space (closed)		Monoslab		
Number of Stories:	_____	Mean Bldg Hgt (ft):	_____	Number of bedrooms	_____	Number of bathrooms	_____		
Finished Basement:	Yes	No	Finished Attic:	Yes	No	Fireplace:	Masonry	Gas	

PLAN DESIGN & STRUCTURAL DESIGNER CONTACT INFORMATION	
Plan Name or Number _____	Elevation _____
Structural Designer _____	Office phone _____
Email _____	Office fax _____

SQUARE FOOTAGE						
COVERED AREAS (UNDER ROOF) IN SQ FT			UNCOVERED AREAS (NOT UNDER ROOF)			
Description of Area	✓	Finished (conditioned)	Unfinished (unconditioned)	Description of Area	✓	Square Footage
Basement				Deck		
1st Floor				Patio/Terrace		
2nd Floor				Other _____		
3rd Floor/Walk-up attic				Totals		
Attached Garage				MAXIMUM ALLOWABLE IMPERVIOUS SURFACE AREA		
Front Porch				Max. Allowable Impervious Surface		
Screen Porch				Total Proposed Impervious Area		
Open Covered Porch/Covered Deck				Total Area Under Roof		
Sunroom (thermally isolated)				(Finished Area + Unfinished Area)		
Other _____				→ <input style="width: 100px;" type="text"/>		
Totals						

TOWN OF CARY APPROVALS (To be completed by Town staff for all projects)	
Instructions: Each reviewer enters her/his initials upon completing each section. Check "N/A" if the section does not apply. When completing the "SQUARE FOOTAGE" section the reviewer is to check the appropriate box only.	
ZONING: <input type="checkbox"/> N/A Reviewed By _____	Type: <input type="checkbox"/> Plot Plan <input type="checkbox"/> Minor Alteration <input type="checkbox"/> Director's Modification <input type="checkbox"/> Other _____ Note conditions (if any) _____
COUNTY: <input type="checkbox"/> N/A Reviewed By _____	<input type="checkbox"/> Well Permit No _____ <input type="checkbox"/> Septic Permit No _____ <input type="checkbox"/> A copy of the plot plan stamped "APPROVED" by the appropriate county has been provided herewith <input type="checkbox"/> Site/Subdivision Plan approval has been obtained for a new well Site Plan Approval # _____
BUFFERS: <input type="checkbox"/> N/A Reviewed By _____	Is the new work located in a buffer? <input type="checkbox"/> yes <input type="checkbox"/> no If yes: <input type="checkbox"/> Neuse River Basin <input type="checkbox"/> Cape Fear River Basin Neuse Basin: NCDENR/DWQ determination: <input type="checkbox"/> Stream is not subject <input type="checkbox"/> Approval granted by NCDENR/DWQ Cape Fear Basin: Town of Cary Stormwater determination: <input type="checkbox"/> Stream is not subject <input type="checkbox"/> Approval granted by TOC
FLOODPLAIN: <input type="checkbox"/> N/A Reviewed By _____	Is a floodplain located on the lot? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, approval is granted by the Town of Cary Floodplain Manager <input type="checkbox"/> with conditions, or <input type="checkbox"/> without conditions. By _____ Date: ____
SQUARE FOOTAGE: Reviewed By _____	<input type="checkbox"/> I confirmed the information on this sheet for a New Dwelling as provided by the applicant <input type="checkbox"/> I entered the information on this sheet as collected from the application and construction documents