



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

PERMIT SUBMITTAL GUIDE

RESIDENTIAL REMODEL/FINISH ATTIC

TOWN of CARY

REMODEL / FINISH ATTIC

APPLYING FOR A PERMIT:

You will need *all* of the following documents when applying through the IDT web portal:

- **Construction plans** for the entire attic area drawn to a 1/4" scale. Include the following:
 1. Name and address of person designing the plan.
 2. Room labels (ex. bedroom, closet, office).
 3. Dimensions, show finished and unfinished area square footages, knee wall locations & their height, ceiling height.
 4. For any framing being done show: size, species, spacing and span of: rafters, ceiling joists, floor joists, and beams, etc.
 5. Provide sealed engineering for any removed load bearing walls or other structural modifications that are not covered by the Code.
 6. Show location of all plumbing fixtures and mechanical equipment, mechanical rooms with gas furnaces or water heaters have combustion air requirements.
 7. All habitable attics, and all bedrooms need emergency egress directly to the outside, show egress on plans, egress must meet section R310 of the NC Residential Building Code.
 8. Electrical note: Smoke detectors and Arc Fault protection must meet sections 210.71, and 210.12 of the NC Electrical Code.
 9. The landing at the top and bottom of the stairs must be 3'x3', with minimum clear headroom of 6'-8" in all locations.
 10. Bathrooms must have a minimum 6'-8" ceiling height at the front of each fixture, shower or tub must have a minimum 30"x30" area that is 6'-8" at the shower head.

FEES:

Fees are per the Town of Cary's current approved budget document.

INSPECTIONS:

Required inspections will be determined upon your permit application and approval.