



Inspections & Permits Department  
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## PERMIT SUBMITTAL GUIDE

# RESIDENTIAL SUNROOM

TOWN of CARY

## SUNROOM

### APPLYING FOR A PERMIT:

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

- **Plot Plan** (Locate sunroom to scale on plot plan).
- **Construction plans** to scale. Include the following:
  1. Foundation plan – show footing size, location, depth from grade. A continuous foundation is required under all exterior walls. For post and footing foundations: provide an engineered alternate design that addresses uplift and complete connection from roof to footing.
  2. Floor plan – show: walls, doors, windows, adjacent rooms. Show glazing area (glass windows and doors) on plans. A true sunroom is more than 40% glazing.
  3. Structural plans - show floor and ceiling joist, girder, header, rafter, bracing, connections, etc.
  4. Show wall bracing on the plans per R602.10 or provide engineered alternate design.
  5. Electrical is required per 210.52
  6. A mechanical permit is required for conditioned sunrooms only. A true sunroom requires thermal isolation at the main dwelling and a separate or thermostatically separate HVAC system.
  7. Provide engineering for
    - a. New roof supported at existing 2<sup>nd</sup> floor cantilever.
    - b. Point loads not supported directly to a foundation or footing.
    - c. Alternate wall bracing or foundation methods.
    - d. Installation of beams or LVL' to open existing house wall to the new addition.
    - e. Removal of load bearing walls.
    - f. Other structural conditions not covered by the Code.

### 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.