

Building Permit Process

Step 1 Formal Application Submittal

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The applicant shall submit the completed application form, two sets of plans, two plot plans, fees, an application summary sheet and any other supporting documents. After receipt, the application will undergo a completeness review. An application that is not deemed "complete" will be returned to the applicant. A description of the required materials for a "complete" building permit application is provided on the Town's Web site (www.townofcary.org).

Step 2 Permit Distribution

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After deemed complete, the Inspections & Permitting Department (I&P) distributes the proposed building permit to members of the I&P Plan Review and the Permit Specialist. Non-residential permits are also reviewed by the Planning Department. Single-family permits are processed within 10 business days, while other types of permits may take up to four weeks for approval.

Step 3 Fee Collection

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After the plans have been reviewed by the Permit Specialist and Plan Review Team (permits other than single-family), the fees are calculated. These include Transportation, Building Permit, Water/Sewer and Irrigation Meter Fees. A list of all fees can be found on the Town's Web site (www.townofcary.org).

Step 4 Inspections and CO Issued

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Upon receiving the fees, billing and utility accounts are established and inspections may begin to be scheduled. These inspections consist primarily of building, mechanical, electrical and plumbing. Prior to the four main trade inspections (Building, Mechanical, Electrical and Plumbing) being scheduled, tree protection fence inspection and erosion control must be approved. Once all inspections have been approved and all fees have been paid, a Certificate of Occupancy (CO) is issued.

Notes

The Inspections and Permits Department is located on the first floor of Town Hall (316 North Academy Street). Most payments and inspections can be made and scheduled from the comfort of your home via the internet.

- ➔ There are over 30 required inspections, including erosion control, footing, slab, mechanical, electrical, plumbing, building and site.
- ➔ Single-family permit require two sets, while permits other than single-family (townhomes, non-residential and multi-family) require five sets for routing and approval purposes.
- ➔ To aid in submittal requirements for building permits other than single-family, please visit the Town's Web site (www.townofcary.org) and go to the Inspections and Permits Department Web page to view the plans submittal guide.
- ➔ Temporary Certificates of Occupancy (CO) may be issued in certain cases.
- ➔ Building and Permit fees are based on a variety of criteria (square feet, plumbing fixtures, etc.). For applicable fees, please visit the Inspection and Permits Department's Web page at: www.townofcary.org