

## Rest assured

### Obtaining the necessary permits will:

- Ensure that your project is safe and up to code.
- Save money by making sure your contractor is licensed by the state of North Carolina, and the work has passed every necessary inspection.
- Remove barriers for approval of loans by many mortgage companies who require code compliance checks prior to approval.

Because more lenders are requesting permits, more work that was previously done *without* a permit is being discovered. When that happens, owners could be required to expose framing, electrical, mechanical, and plumbing systems so the required inspections can be performed, and pay retroactive permitting fees. This can be a costly and disruptive process for owners.

### What information is required?

Applications for a building permit will include the following information about the proposed work:

- A general overall proposed project description
- Location of the project
- Signature of the owner or licensed agent
- Estimated cost, including labor, materials donations, site work, contractor and design professional fees, but not the cost of the land.
- Zoning approvals required for many projects
- If your project requires plan review, you will need to submit legible, scaled plans along with a site plan of the property which indicates location of the new work.

To contact zoning, please call:

**919-249-3426**

Beware any contractor advising against obtaining permits. You may be told that permitting will delay the job or increase property taxes, but in reality, the homeowner will be the one faced with losses when work is done without a permit.

Contractors who avoid permits may be unlicensed, and may not have the knowledge to build in compliance with state codes. After the contractor is paid and gone, you could be left wondering if the work was completed per residential code.

**Always get a signed contract.**

#### Town of Apex

#### Building Inspections & Permitting

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# When do you need a permit?



## What you need to know before beginning a project



# APEX

NORTH CAROLINA

## When do I need a permit?

Before you start a home renovation project—whether it's a new kitchen, an updated family room, or a new sunroom—check to see if you need a building permit.

Generally, a building permit is required for **ANY** construction, installation, repair, replacement, or alteration costing more than \$40,000.

**A permit is also required, no matter what the cost, if the work involves the addition, repair, or replacement of load bearing members or structures, the addition of plumbing, heating, air conditioning, electrical wiring, devices, appliances, or equipment.**

### Examples of work requiring a permit:

- Decks, carports, and garages of any size.
- Backyard storage buildings exceeding 12 feet in any dimension.
- Room additions.
- Finishing an unfinished attic space.
- Relocating or installing new light fixtures that add to the electrical system.
- Replacing and reconnecting furnaces.
- Adding to or modifying the heating and air conditioning system.
- Replacing a water heater of another type.
- Installation of landscape irrigation systems.
- Kitchen cabinet replacement that changes the configuration or exceeds \$40,000.
- Structural repair, i.e. floor joists, sub-floor, roof sheathing, headers, piers, footings.
- Re-roofing projects costing over \$40,000.
- Retaining walls greater than 4 feet in height.

## What can be done without a permit?

- The repair of non-load bearing components and non-structural repairs.
- Replacement of windows and doors as long as they remain in the same location and are the same size.
- Repairing pickets, railings, stair treads, and decking on exterior decks, porches, and balconies.
- Any plumbing equipment of fixture/fitting replacement which does not change equipment size of system capacity. Includes water and drain line replacement of the same size.
- Like-for-like water heater replacement as long as it remains in the same location, **and is to be installed by a licensed contractor only.**
- Vinyl siding replacement, as long as the total cost doesn't exceed \$40,000.
- Roofing replacement that does not exceed \$40,000, uses the same type of materials, and no structural work is performed.
- Repair/replacement of dishwashers, disposals, water heaters, electrical devices, or light fixtures provided that the work does not include the addition or relocation of wiring (**to be done by a licensed contractor only**).

Local ordinances may require review by local government for exterior work. Please contact your **local zoning department** for more information:

**919-249-3426**



**Permit questions?**  
**When in doubt, reach out:**  
**919-249-3418**

## Will my project need plan review?

Some projects require plan review before a permit can be issued, including the following:

- **All new residential dwellings** require plan review. This includes accessory dwellings.
- **Room additions**—to include an attached garage, new sunroom, attached accessory structures, converting a deck or porch to a sunroom or addition of another story.
- **Interior renovations which include structural load-bearing alterations.**
- **Use of approved alternate methods or methods outside of NC Residential Code.**
- **All exterior projects**—including additions, accessory structures, retaining walls, etc—require a plot plan to be submitted to verify setbacks and zoning conditions.

### How do I submit my plans?

- An application along with site plan and building plans must be submitted to the Inspections Department.
- Residential plans can be submitted online or in person.
- Questions about how to submit your plans? Please call **919-249-3418**.

### A final note:

Make sure your project has had a final inspection, and that you have the proper paperwork to show it!