Also remember...

- All house plans must be site specific and in accordance with the site plan. No reverse plans will be accepted.
- All building components must be designed to meet the minimum requirements of the current North Carolina Residential Code.
- All required information must be specific to each project and project location.
- All house plan drawings must be bound together.
- All truss drawings must be bound together.
- All truss drawings must be sealed by the appropriate engineer.
- Truss layout must be included with truss drawings.
- Any letters that require an engineer's seal must be attached to the plans.
- An engineer's seal is required on all plans that use engineered products (trusses, beams, etc.).
- A FEMA Elevation Certificate is required for all proposed buildings located within, or partially within, FEMA's designated 100-year floodplain.

Understanding the permitting process

If you are not familiar with the North Carolina Building Code, you may be required to obtain a licensed general contractor or a design professional for assistance in designing, drawing, and submitting your plans and application.

Although there are several useful, inexpensive software packages available to assist you with drawing your plans to scale and meeting the required codes, Town of Wake Forest Inspections Department policy specifically prohibits staff from recommeding specific software, contractors, or design professionals.

Once we have received your plan, we will review it in the order it was received. In the event there is missing or incomplete information in your permitting packet, we will notify you. Otherwise, our office will not provide updates on the progress of your permit.

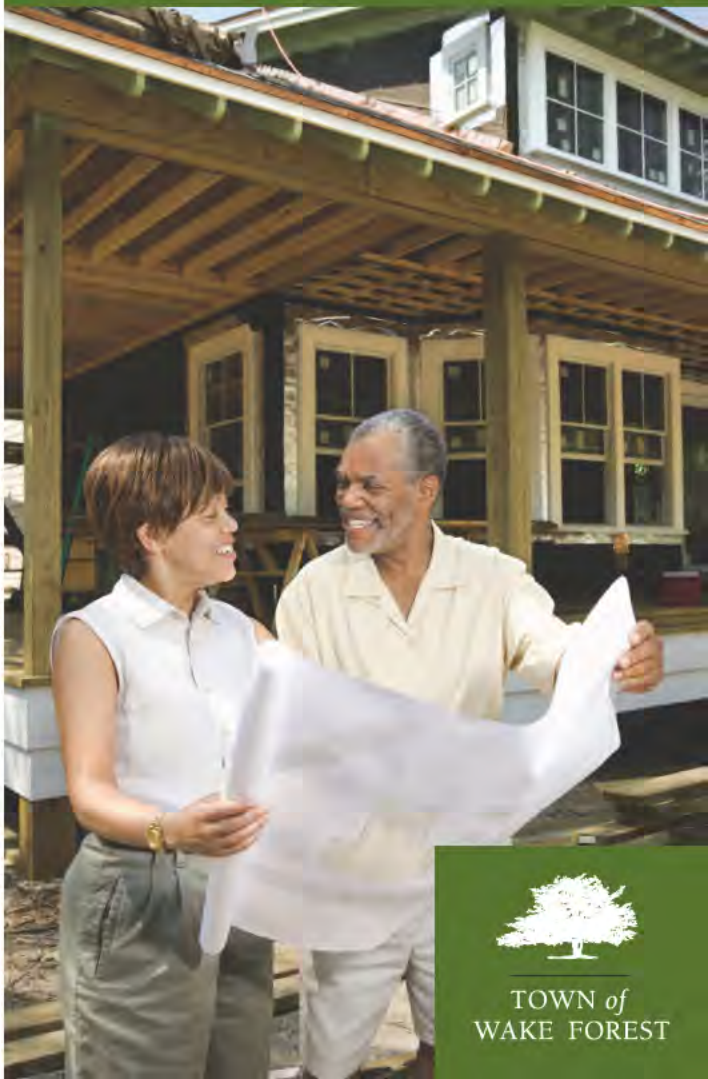
At the completion of the permitting process, we will notify you of the cost and invite you to collect your permit as soon as possible.

TOWN *of*
WAKE FOREST

Department of Planning & Inspections
301 S. Brooks St. | Wake Forest, NC 27587
(919) 435-9531
www.wakeforestnc.gov

Requirements for Residential

Permit Submittal



TOWN *of*
WAKE FOREST

Help Us Help You

The Wake Forest Planning & Inspections Department strives to deliver the best possible service to residents in the process of building a new home. However, your cooperation is vital to the project's success.

In order to ensure the construction of your new residence fully complies with the North Carolina Residential Code, the Town of Wake Forest Planning & Inspections Department requires the following information.

PERMIT SUBMITTAL

Requirements

( ) **Town of Wake Forest Permit Application**

Available at the Wake Forest Planning & Inspections Department. One application must be completed and submitted for each construction project.

( ) **North Carolina Energy Code Compliance Certificate**

This form is also available at the Wake Forest Planning & Inspections Department.

( ) **Site Plan**

Two copies of a site plan (drawn to scale) must be submitted that show the following:

- All property lines with dimensions
- All recorded information (easements, floodplains, etc.)
- Proposed building footprint(s) with distances to all property lines including any existing/proposed accessory buildings or additions
- Proposed/existing driveway location with dimensions and distances to property lines
- Calculations for im
  properties located

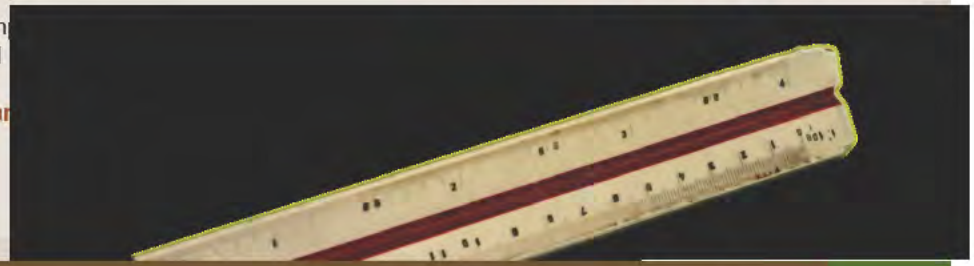
Hand drawn site pla
be accepted.

( ) **Two Complete Sets of Plans**

Each set of submitted plans must include:

- Drawings to scale (minimum 1/8")
- A minimum plan size of 11"x14"
- Engineering seals if engineering is required.
- Square footage for heated space, unheated space (including garages, basements, covered porches, storage areas, and walk-up attics) and decks
- Name of designer, engineer, or architect with address and phone number

Please note: All plans must be legible.



The best way to avoid problems is to be informed.

Please call the Town of Wake Forest Planning & Inspections Department if you have any questions about your permit submittal.