TOWN of WAKE FOREST

Planning Department
Inspections Department
Wake Forest Town Hall
301 S. Brooks Street
Wake Forest, NC 27587
www.wakeforestnc.gov

DEVELOPMENT & BUILDING PERMIT APPLICATION PACKET

(Last updated: October 2013)

PROCESS INFORMATION:

Applicability: A Development Permit indicates compliance with the provisions of the Wake Forest Unified Development Ordinance (UDO) and is required for the constriction or development of any new use within the Town of Wake Forest jurisdiction and any other site improvements as indicated in the UDO. In addition to new uses, a Development Permit shall be required for expansions of existing uses, changes of uses, any use permitted with special conditions (Chapter 3 of UDO) and any signage requiring a permit (Chapter 11 of UDO). A building permit is usually required in addition to a Development Permit.

Submission Requirement: Applicants are encouraged to call or visit the Planning Department and/or Inspections Department prior to applying for a permit. In addition to the competed information below, 2 copies of a sketch plan (see checklist below) is required with all submittals along with building permit plans & information (if applicable) as listed on the Town's website at http://www.wakeforestnc.gov/residents-inspections.aspx.

FILING INSTRUCTIONS:

- ☐ All applicants must complete this application in full. This application will not be processed unless all information requested is provided.
- ☐ All general permit information & applicant information provided in the Development Permit Application shall also apply to the Building Permit Application.
- ☐ Additional building permit information may be required depending on the nature of the proposed construction/improvement.
- ☐ Development Permit fee is $50.00. **Town of Wake Forest fees and charges are subject to change without notice. Please call 919-435-9510 to confirm current fees and charges.*
- ☐ Please call 919-435-9531 for confirmation of Building Permit fees. **Town of Wake Forest fees and charges are subject to change without notice. Please call 919-435-9531 to confirm current fees and charges.*
- ☐ 2 copies of a Sketch Plan in accordance with Chapter 15 of the Wake Forest UDO (see checklist below).
- ☐ The application must be signed by the owner or by an authorized agent of the subject property.
- ☐ For final inspection (Development Permit only) – call (919) 435-9510.
- ☐ For final inspection involving a building permit (in addition to Development Permit) – call (919) 435-9531.

SKETCH PLAN CHECKLIST:

A Sketch Plan shall be provided to accurately reflect the nature of the application. The Sketch Plan shall show in simple sketch form the shape & dimensions of the lot on which the proposed building or use is to be constructed or conducted as well as all information listed below:

- ☐ North Arrow & Scale not less than 1" = 50' (site plans) or 1" = 200' (subdivisions)
- ☐ Layout of existing & proposed streets;
- ☐ Existing or proposed lot(s) layout;
- ☐ Building(s) location & size;
- ☐ Nature of land use;
- ☐ Parking areas & means of ingress/egress;
- ☐ Environmental Conditions (Special Flood Hazard Areas, wetlands, etc.);
- ☐ Public or private easements & buffer areas;
- ☐ Civic Spaces & other features in relation to existing conditions based upon the size of the tract proposed for development.

TOWN of WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9510
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www.wakeforestnc.gov

DEVELOPMENT PERMIT APPLICATION

(Last updated: October 2013)

APPLICANT INFORMATION:

Applicant/General: _____ **License #:**_____

Project Address/Location: _____

_____

Phone: _____ **Fax:** _____ **Email:** _____

Property Owner (if different from applicant): _____

Address: _____

_____

Phone: _____ **Fax:** _____ **Email:** _____

GENERAL PROPERTY INFORMATION:

Subdivision, Lot No., Phase: _____

Wake County Tax PIN Number: _____

Size of Property (in acres): _____ **Zoning District:** _____

Special Flood Hazard Area: ☐ Yes ☐ No ***(If yes, a Floodplain Development Permit may be required)***

Project Square Footage: _____ **Cost of Construction**: _____

Town Jurisdiction: ☐ Inside Corporate Limits ☐ Extra-Territorial Jurisdiction (ETJ)

Project Type (check all that apply):

☐ *Signage *(see pages 5-6 for additional signage information)* ☐ *Fence ☐ Deck/Porch
☐ Residential Structure ☐ Non-Residential Structure ☐ *Accessory Structure
☐ Swimming Pool ☐ *Home Occupation ☐ *Temporary Use
☐ Other (please explain in detail): _____

_____

**See supplemental standards for specific projects on the attached pages.*

For Department Use Only:
Submittal Date: _____ Application No.: _____
Received By: _____ Permit No: _____

GENERAL PROPERTY INFORMATION (continued):

Description of Work to be completed with this application: _____

_____

_____

Building Dimensions: Width: _____ Length: _____ Height: _____

Electric Service Provider: _____

If application is for a Home Occupation, provide total square footage of dwelling unit: _____

Describe any additional details or special conditions concerning this project:

_____

_____

SIGNATURES:

I/we the undersigned do hereby certify that all information given above is true, complete, & accurate to the best of my/our knowledge. A final inspection is required upon completion of all development permits. To schedule an inspection, please call (919) 435-9510.

_____	_____	_____
(Applicant Print Name)	(Applicant Signature)	(Date)

For Planning Department Use Only:

☐ Approval ☐ Denial Total Development Permit Fee: _____

Administrator's Signature: _____ Date: _____

Reason for Denial: _____

_____

TOWN of WAKE FOREST

Inspections Department
Wake Forest Town Hall – Ground Floor
301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9531
www.wakeforestnc.gov

BUILDING PERMIT APPLICATION

(Last updated: October 2013)

TRADE INFORMATION:

Total Cost of Construction: _____

Trade Type (check all that apply & provide cost per each):

☐ **Building:** $_____ ☐ **Electrical:** $_____ ☐ **Plumbing:** $_____

☐ **Mechanical:** $_____ ☐ **Sprinkler:** $_____ ☐ **Other:** $_____

Trade	Contractor Name	License #	Phone #	Contact Person
General				
Electrical				
Mechanical				
Plumbing				
Fire Alarm				
Sprinkler				
Other				

SIGNATURES:

I/we the undersigned do hereby certify that all information given below is true, complete, & accurate to the best of my/our knowledge. An inspection is required for construction involving a building permit. To schedule an inspection, please call (919) 435-9531.

_____ _____ _____
(Applicant Print Name) (Applicant Signature) (Date)

For Inspections Department Use Only:

☐ Approval ☐ Denial Total Building Permit Fee: _____

Code Enforcement Official Signature: _____ Date: _____

Reason for Denial: _____

_____

SIGN INFORMATION:

The following information should only be completed if this application involves signage.

TEMPORARY SIGN INFORMATION:

Construction Material: Sign: Posts:	**Sign Description (check all that apply):** ☐ Banner ☐ Special Event ☐ Construction ☐ Sales Office ☐ Grand Opening ☐ Non-Profit ☐ Other: _____
	Sign Dimensions: Height: _____ Width: _____

Date to be displayed: _____

Date to be removed: _____

Please submit the following with wall temporary sign development permit applications:

☐ A color illustration of the proposed sign (with dimensions) along with sketch plan.

ATTACHED SIGN INFORMATION (PERMANENT):

Sign Type: ☐ Wall ☐ Window/Door ☐ Awning/Canopy ☐ Theater Marquee ☐ Projecting/Suspending

Dimensional Information:

Number of Signs	Sign Length/Height	Total Sign Area	Illumination (External/Internal/N/A)

Please submit the following with wall sign development permit applications:

☐ Two color copies of all proposed signs drawn to scale and labeled with dimensions.
☐ Two color copies of the proposed sign(s) shown on the wall for erection drawn to scale.
☐ An electrical permit is required for all illuminated signs.

FREE STANDING SIGN INFORMATION (PERMANENT):

Sign Type: ☐ Monument ☐ Post & Arm ☐ Portable/A-Frame ☐ Other: _____

Dimensional Information:

Number of Signs	Sign Length/Height	Total Sign Area	Height Above Grade	Illumination (External/Internal/N/A)

Please submit the following with ground sign applications:

- ☐ Two color copies of all proposed signs drawn to scale and labeled with dimensions.
- ☐ An electrical permit is required for all illuminated signs.
- ☐ Two copies of a site plan drawn to scale showing the exact proposed location. Label all easements, if applicable, and include proposed setbacks from property lines.
- ☐ Sealed engineered drawings from a licensed NC Engineer are required for all ground signs exceeding sixty (60) inches in height measured from the top of the footing. The drawing must include a statement demonstrating that the proposed sign will withstand the 100 mph wind zone.

SUPPLEMENTAL STANDARDS:

HOME OCCUPATIONS:

- The home occupation shall be clearly incidental and secondary to residential occupancy.
- The use shall be carried on entirely within an enclosed structure on the premises.
- The home occupation shall be operated by a resident of the dwelling.
- A maximum of 25% of the gross floor area of the dwelling unit may be used for the home occupation.
- A maximum of 2 full-time equivalent non-residents of the dwelling may be employed on the premises.
- The use shall not change the residential character of the dwelling.
- Storage of goods and materials associated with the home occupation must be completely within an enclosed structure.
- Parking must be provided so as not to create hazards or street congestion.
- All parking associated with the home shall be accommodated off-street or in spaces directly in front of the residence.
- No display of goods, products, services or other advertising (except permitted signage as set forth in Chapter 11, Signs) shall be visible from outside of the dwelling.
- No generation of dust, odors, noise, vibration or electrical interference or fluctuation shall be perceptible beyond the property line.
- Child/Adult Day Care Homes as a home occupation or accessory use must be within the principal residential dwelling unit, supervised by a resident of the dwelling and for no more than 8 children (no more than 5 of which may be of pre-school age). Please contact the NC Division of Child Development at 1-800-859-0829 or 919-622-4499 for further permitting requirements.

FENCES:

- Utility meters must be accessible to Town of Wake Forest personnel. Failure to do so may result in errors on utility billing.
- Fences may be subject to Homeowners Association approval.
- Fences proposed to be located within an easement must obtain approval from the agency with the easement rights prior to permit issuance.
- Fences and garden/yard walls may encroach into required setback yards but, if higher than 3.5 feet, may not be placed within the site visibility triangle of a public street, private street or driveway contained either on the property or on an adjoining property. See Section 6.5.2.G of the Wake Forest UDO concerning the sight visibility triangle.
- If fence is proposed as part of a buffer, see Section 8.5.4 of the Wake Forest UDO for additional requirements

SIGNAGE:

- All signs for which a permit is required shall be subject to inspection by the Town of Wake Forest. The applicant is required to call the Town to schedule an inspection upon permanent erection of the sign.
- A representative of the Town shall be authorized to enter at all reasonable times upon any property or premises to ascertain whether the provisions of the code are being obeyed. The Town may order the removal of any sign that is not in accordance with the provisions of the code.
- Twenty-four (24) hours notice is required for all inspections.
- Signs shall be kept in proper repair. The owners of any sign judged substandard by the Town of Wake Forest Administrator shall be notified in writing and the said owner shall have thirty (30) days in which to make repairs. Failure to comply with within thirty (30) days will result in further legal action.
- All materials used in signs must meet all applicable requirements set forth in the NC Building Code governing signs.
- All wiring shall be contained in conduit or enclosed in poles or raceways. In no case shall the wiring be exposed to the public.
- All signs shall comply with Chapter 11 (Signs) of the Town of Wake Forest Unified Development Ordinance.

- The applicant shall be issued a sign permit decal upon application approval which shall be affixed in a location on the sign which is clearly visible or on the front window of the business at time of inspection.

ACCESSORY STRUCTURES (DWELLING):

- Only one accessory dwelling is permitted per lot.
- A detached accessory dwelling shall be sited to the side or rear of the principal building.
- The accessory dwelling shall meet the accessory structure setbacks in Sections 2.2.3.E or 2.2.5.D of the Wake Forest UDO as appropriate.
- The accessory dwelling shall meet all applicable design standards for the zoning district in which it is located in accordance with Chapter 5 of the Wake Forest UDO.
- The accessory dwelling shall be clearly subordinate (size, etc.) to the main structure.
- The exterior of the accessory dwelling shall be compatible with the principal residence in terms of color, siding, and roofing appearance.
- Manufactured housing, campers, travel trailers and recreational vehicles are not permitted for use as an accessory dwelling.
- If located within the principal dwelling, the apartment may have a private outside entrance, but such an entrance shall be located on or facing the side or rear of the principal dwelling.
- Accessory dwelling structures must contain complete kitchen facilities including a stove or cook top and a full bath including lavatory, water closet, and tub or shower (or combination).
- One off-street parking space shall be provided in addition to those required for the principal dwelling.
- No signs visible from the street or public sidewalk are permitted.

ACCESSORY STRUCTURES (NON-DWELLING):

- Accessory uses and structures may only be used for purposes permitted in the district in which they are located.
- Accessory structures shall not be used for dwelling purposes except as approved Accessory Dwelling Structures as listed above in accordance with Section 3.2.2 of the Wake Forest UDO.
- Depending on the size of the structure and the incorporation of various improvements (e.g., electrical, plumbing) a building permit may also be required.
- Must be located in side/rear yard only (lots over 2 acres see Section 4.6.2 of Wake Forest UDO).
- Maximum of 2 accessory structures permitted per lot.
- Maximum area is 600 square feet per structure (1,000 square foot aggregate).
- Accessory structures greater than 600 square feet require a type C Buffer per Section 8.5.3 of Wake Forest UDO.

TEMPORARY USES:

- See Section 4.7.1 of the Wake Forest UDO for general standards & temporary events exempt from the Development Permit Requirements.
- **Produce Sales, Seasonal Outdoor Sales & other similar temporary uses** shall not exceed 90 consecutive days and no more than 2 events per calendar year. Hours of operation shall be limited to 7:00 AM – 10:00 PM.
- **Contractor's Office and Equipment/Storage Sheds** and/or equipment/storage sheds may be placed in any District temporarily on the site of construction of a development for which final site/subdivision construction plans have been approved. All such equipment shall be removed upon completion of development.
- **Real Estate Office in a Construction Trailer or Temporary Modular Unit:** One temporary structure, such as a construction trailer or temporary modular unit may be used as a real estate sales office in any new construction project in any district. Such a temporary structure shall be used for the sale of units within that project only. Temporary real estate offices in construction trailers or temporary modular units may remain on the site until the development completion date.
- **Real Estate Office in a Model Home:** A model dwelling may be used as a real estate sales office in a new residential development in any District. Such a model home/sales office may be used for the sale of units within that project only.

- **Large Events** (Bazaars, Festivals, Carnivals, Fairs, Circuses, Concerts & Similar Outdoor Gatherings with the total anticipated assembly of 1,500 or more people and duration of 2 or more days per calendar year on an individual parcel or site)
    - The following information is required as part of the application process a minimum of 30 days prior to the planned event:
        - Anticipated attendance, including previous attendance figures if the event has occurred at least once in the previous 5 years;
        - Anticipated number of days needed to prepare location for use;
        - Means of activity containment (i.e. fencing, security, etc.);
        - Event security, crowd control and traffic safety measures. Provisions for these must be approved by the Town of Wake Forest Police Department;
        - Location of temporary signage as regulated by Section 11.10.14 of this ordinance;
        - Existing land uses of all adjacent properties;
        - Location of restroom facilities;
        - Method and location of garbage impoundment and means of removal;
        - Location and method of site lighting;
        - Signed affidavit verifying that all property owners within 100 feet have been notified of date, time and nature of the event with the letter that was sent attached;
        - Proof of liability insurance;
        - Adequate access for emergency vehicles;
    - If the applicant is not also the owner of the real property upon which the use will take place, then the applicant will include as part of the completed application a copy of the lease or rental agreement pertaining to the temporary use, and also an attachment providing:
        - The name of each responsible party on the lease or rental agreement, as well as any organization on whose behalf a person is applying (collectively "Applicant");
        - The contact information for all responsible parties on the lease or rental agreement as well as any organization on whose behalf a person is applying (collectively "Applicant").
    - Applicant is responsible for obtaining all other applicable permits, such as building permits, ABC licenses, and health department approval. Proof of application for these permits must be submitted with the development permit application.
    - Events located in residential zoning districts shall be limited to an individual parcel or site for a period of time not to exceed 14 consecutive days and no more than 2 events per calendar year.
    - Events located in non-residential zoning districts shall be limited to an individual parcel or site for a period of time not to exceed 7 consecutive days and no more than 7 events per calendar year.