



City of Durham

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Procedures for Home Additions

Step 1: Clean Water Services Sensitive Areas Pre Screen

You will need to obtain the appropriate permits from CWS *before* submitting building permits to Durham. Go to cleanwaterservices.org/permits-development/step-by-step-process/ or walk into the CWS office in Hillsboro.

- Submit your **Pre-Screen Form** and **site plan** to Clean Water Services to start the **Environmental Review** and **Limited Development Review** process.
- Obtain your **Service Provider Letter (SPL)** and **Erosion Control Permit** and any other applicable permits from CWS. If no permits are required, CWS will give you a **form** indicating permits are not required.
- Submit SPL, CWS permits (or CWS form) and stormwater control plan to Durham with your building permits, and plans.
- Once building permits are issued, you can begin construction. Call for CWS for an **Erosion Control Inspection** prior to any footings constructed and for any other development, prior to any disturbance. 24 hours' notice is required.

Step 2: Durham Planning Review

The Durham Planning Department must review and approve the plans prior submittal to the Building Department. A **Site Plan Map** is required for the Planning Department's review. The Site Plan Map should include:

- Property address and adjacent streets
- A north arrow, scale, building setbacks, eave overhangs, finished floor elevation, property lines and dimensions
- All existing structures to remain on the property and new buildings
- distance between buildings and property lines
- All structures to be demolished
- driveway width
- Location, size, and species of existing vegetation on the site of trees 5 inches or larger in diameter measured 4 feet above the ground. Indicate which trees, if any, are proposed for removal.
- Total area to be constructed
- Limits of ground disturbance and erosion control measures and staging and access areas
- Any drainage courses on the site and the direction of flow
- Location of engineered storm water infiltration system

Durham requires **tree removal permits** for the removal of all trees greater than 5 inches in diameter as measured 4 feet above ground. You will need to submit a **diagram** of the lot drawn to approximate scale showing the number, size, species, and location of all trees on the property and the tree(s) proposed to be cut.

In-ground stormwater facilities should be located 10 feet from all structural foundations and 5 feet from all property lines. The facility can be a combined water quality and quantity facility provided it meets all relevant CWS criteria.

Permanent on-site stormwater quantity detention facilities shall be assessed by dynamic flow routing through the basin. Documentation of the proposed design shall be included in the drainage report.

Stormwater quantity on-site detention facilities shall be designed to capture runoff so the post-development runoff rates from the site do not exceed the pre-development runoff rates from the site, based on 24-hour storm events ranging from the 2-year return storm to the 25-year return storm. Specifically, the 2, 10, and 25-year post-development runoff rates will not exceed their respective 2, 10, and 25-year pre-development runoff rates.

Step 3: Building Permits

The building permit applications must be filled out completely. Please provide all information including contractor's valuation, all square footages, number of bedrooms & bathrooms, etc. Permits cannot be issued if CWS permits (or CWS form), stormwater control plan, Erosion Control Permit, and Durham Tree Permits have not been approved. Additionally, you must submit:

- Homeowners acting as their own general contractors must sign a **Property Owner Statement Regarding Construction Responsibilities**.
- **Structural, Mechanical, Plumbing building permits**. Contractor information must be included on the building permits. If not available, indicate, "to be determined."
- **All Permit Fees**. You may defer a portion of the permit fees until the Plan Review is complete, however the permits cannot be issued until all fees are paid in full.
- **Metro Construction Excise Tax**. The Metro CET is assessed on construction permits issued by local cities and counties in the Metro region. The tax is assessed at 0.12 percent of the value of the improvements for which a permit is sought for project over \$100,000. The Metro CET must be paid before the building permits are issued.

METRO CET = .0012 x Project Valuation = _____ (if project valuation is over \$100,000)

Obtain **Electrical permits** through Washington County. You do not need to submit them to Durham.

Your building permits expire if work is not started within 180 days from the date of issue. Your permit expires if work is suspended or abandoned for 180 days or more. If you cannot work within a 180-day period and do not wish to abandon the project, you may submit a written request to extend your permit for an additional 180-day period.



Home Additions Checklist

<input type="checkbox"/> CWS Service Provider Letter (SPL) <input type="checkbox"/> CWS Erosion Control Permit <input type="checkbox"/> CWS Storm Water Control Plan Approval <input type="checkbox"/> Other applicable permits from CWS. If no permits are required, CWS will provide a form indicating permits are not required.	
<input type="checkbox"/> Tree Permit <input type="checkbox"/> Tree Protection Plan	
<input type="checkbox"/> Site Plan Map	
<input type="checkbox"/> Lot size	
<input type="checkbox"/> Proposed building set backs Front Side Rear	
<input type="checkbox"/> Proposed building height	
<input type="checkbox"/> Driveway width Paved # Off-street parking spaces	
<input type="checkbox"/> Any changes to utility connections?	
<input type="checkbox"/> New square footage New dwelling area Garage/carport area Covered porch area Deck area Other structure area	
<input type="checkbox"/> Metro CET Tax	
<input type="checkbox"/> Will plumbing permits be required? <input type="checkbox"/> Will mechanical permits be required? <input type="checkbox"/> Will electrical permits be required?	
<input type="checkbox"/> Property Owner Statement Regarding Construction Responsibilities	
<input type="checkbox"/> Will existing structures be demolished? o Asbestos report o Lead paint report	
<input type="checkbox"/> Waiver of Remonstrance (Peters Rd)	