



VILLAGE OF WESLEY CHAPEL

6490 Weddington Road
Wesley Chapel, NC 28104
www.wesleychapelnc.com
704/839-0182

Residential Building Permit Application

(R-20, R-40, RA-40, CZ R-40, RUC & Additions)

There are 3 steps to applying for a Residential permit for new dwellings and additions to existing dwellings with Wesley Chapel, NC. Contact Union County Building Code Enforcement to obtain any other requirements. Applications must be complete with required documents in order to be considered. *Send application, surveys and checks to:*

adminassist@wesleychapelnc.com or Village of Wesley Chapel, 6490 Weddington Road, Wesley Chapel, NC 28104.

Permits are void after one year of project inactivity and must be reapplied for if expired.

Zoning Permit (Step 1)

- Complete *Step 1* of the Residential Zoning Permit application. Provide a copy of a ***Scaled Dimensional Survey*** (drawn by and created as true and correct by a surveyor or engineer with the State of NC which shows: **1)** exact shape, dimensions, and location of the lot to be built upon **2)** exact shape, dimensions, and location of existing structures on the land **3)** exact shape, dimensions, and location of structures to be developed on the lot **4)** all set back lines on the lot. Setback requirements are a minimum distance unless otherwise specified **5)** proposed parking facilities (if required) **6)** landscaping and buffering plans (if required) and/or any other information that may be needed to ensure that the proposed construction is in compliance with all applicable provisions of Wesley Chapel's *Code of Ordinances*.
 - Include the ***Permit Fee (\$50)***. Once approved, a Building Code Enforcement document will be issued to submit to Union County.
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Foundation Permit (Step 2)

- Once the foundation of the structure is finished, complete *Step 2* of the application.
 - Submit a copy of an updated ***Foundation Survey*** that follows the same specifications listed in *Step 1*. Failure to submit an application for a Foundation Permit may result in a delay in obtaining a Certificate of Compliance. No variances for incorrect placement or other violations will be given if a Foundation Permit was not obtained.
 - Include all proposed setbacks on the application as they are shown on the submitted survey.
 - Include the ***Permit Fee (\$50)***.
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Certificate of Compliance (Step 3)

- Fill out *Step 3* of the application only after a Foundation permit has been approved. No structure may be used or occupied until a Certificate of Compliance has been issued.
- Submit a ***Scaled Dimensional Survey*** that follows the same specifications listed in *Step 1*.
- Include all proposed setbacks on the application as they are shown on the submitted survey.
- Include the ***Permit Fee (\$100)***. Once approved, a Zoning Compliance certificate will be issued to submit to Union County.
- Complete Step 1, 2 and 3 of the Residential Building Permit application.

