



Planning Inspection Checklist

City-County Planning Department

Planning

Planning Inspection Request: [Sign-up Form](#)

Inspection Questions: Planninginspection@durhamnc.gov | 919-560-4137 ext. 28224

PURPOSE

A planning inspection must be conducted prior to issuance of Certificate of Occupancy to ensure compliance with the approved site plan. The purpose of this checklist is to identify elements inspected by the City-County Planning Department. This list is not all-inclusive, but should be viewed as representative of typical site work that is shown on approved site plans. A full sized paper copy of the Planning approved site plan must be available on site to schedule the inspection. (This is not the same as the construction drawings, the Building Inspections plan, or the Engineering Department plan.) The correct plan has "Approved by the Durham City-County Planning Department " in the lower right corner. The project civil engineer typically has a digital copy of this plan. If you do not have the correct plan you can request an electronic copy at <https://cityofdurhamnc.nextrequest.com/>.

Inspections will be conducted in the next available time slot based on site location, generally within two complete working days following the day the request was entered. Signoff status can be viewed in at <https://ldo4.durhamnc.gov/DurhamWeb/Search/ApplicationSearch>.

To discuss plan specific phasing contact planninginspections@durhamnc.gov.

REQUIREMENTS FOR SITE COMPLIANCE INSPECTION

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| <ul style="list-style-type: none"> • “Conditions of Approval” and “Conditions of Rezoning” listed on the coversheet of approved plan must be confirmed. • All site improvements shall be made as shown on site plan, unless written approval of Field Adjustment by Planninginspection@durhamnc.gov • • Parking area shall be top coated and striped with all directional and safety markings. • Handicap signs posted. • Wheel stops installed (if on site plan). • Bicycle racks installed. • Park & Ride Designation posted (if applicable). • Tree Protection Fence removed. | <ul style="list-style-type: none"> • Construction debris, dumpster and port-a-johns removed • Outdoor Lighting Certification form completed (conditional may be issued without). • Ground stabilized (seed and straw is acceptable) • Landscaping installed*. • Landscape Compliance Certification form completed (for plans approved after January 2021). <p><i>*Stormwater Control Measures and associated landscaping are not covered by planning inspection. A separate inspection is conducted by the Stormwater Division of Public Works Department.</i></p> |
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All plant material shall meet or exceed size and shape relationships specified in the latest edition of the American Standard for Nursery Stock published by the American Association of Nurserymen. Shrubs are measured by height only. Large deciduous canopy trees are measured by caliper. Evergreen trees are measured by height. The City-County Planning Department representative will not accept dying, diseased, infested, damaged, disfigured, or otherwise unhealthy landscape material. All landscape material shall be planted in accordance with the Unified Development Ordinance (<https://durham.municipal.codes>) and City-County Landscape Guidelines (<https://durhamnc.gov/DocumentCenter/View/1034/Landscape-Manual-for-Durham-NC-PDF?bidId>).

Conditional sign-off without landscaping is available with approved Landscape Extension Request Form. <https://www.durhamnc.gov/DocumentCenter/View/24126/Landscape-Extension-Request-Form?bidId=>

Report any site conflicts, especially between large canopy trees and overhead utility lines, before planting. Planning staff will work with you to resolve possible conflicts and issues that may defer final sign-off.