



## CITY OF DURHAM – BUILDING PERMIT PLOT PLAN CHECKLIST

*Department of Public Works*  
101 City Hall Plaza | Durham, NC 27701  
919.560.4326 | F 919.560.4316

[www.durhamnc.gov](http://www.durhamnc.gov)

The following is a list of requirements from the Engineering Division for plot plans included in Building Permit applications. A property located outside the City limits cannot connect to City water and sewer without having previously paid the utility assessment or without obtaining a utility extension agreement. Contact Engineering Services ([pwengserv@durhamnc.gov](mailto:pwengserv@durhamnc.gov)) to determine if annexation into the City is also required to connect to City water and sewer.

### A. Public Works Fee

The Public Works Building Permit Plan Review Fee is assessed in LDO and must be paid before review of building permit.

1. Public Works SFD Fee (Single Family Dwelling, Duplex, or Townhouse): \$104
2. Public Works Non-SFD Fee (Apartment or Commercial building, Retaining Wall, etc): \$208

### B. Capital Facility Fees

Pursuant to Session Law 2020-61, capital facility fees must be paid prior to the issuance of a building permit for properties that are part of a subdivision of land that occurred after January 1, 2021. Therefore, the City is now collecting these fees at the time of application for the meter and/or service connection, before the building permit is issued. If you have not already paid these fees, provide to Engineering Services the property address, Parcel ID, subdivision name and phase (if applicable) for them to determine the fee amounts and provide instructions on how to pay the fees. Contact Engineering Services by email at [PWEngServ@durhamnc.gov](mailto:PWEngServ@durhamnc.gov) (preferred) or by phone at 919-560-4326, option 4.

Once the fees have been paid, please email the copy of your Statement of Account payment receipt from Engineering Services to the Engineering Reviewer of the building permit. Proof of payment is required for approval of the building permit.

### C. Utilities

1. Show in the plot plan existing or proposed locations for the water **meter** and sanitary sewer **cleanout**. Meter and cleanout shall be shown within the property (just behind the right of way, within the property). Meter shall be shown outside of the driveway and a few inches back from the sidewalk. Traffic bearing cleanouts shall be used if cleanout is located within the driveway.
  - a. Accessory Dwelling Unit (**ADU**) with water and sewer services (separate accessory structure):
    - Show in the plot plan a second water meter if wanting to bill the accessory structure unit separately.
    - Note on the plot plan that sewer will connect to the sewer service of the main house or show on the plot plan a second sewer cleanout.
  - b. **Duplex**: show on plot plan two meters if wanting to bill units separately.
  - c. **Existing water meters** within the right of way shall be relocated within the property (just behind the right of way). Email [PWEngServ@durhamnc.gov](mailto:PWEngServ@durhamnc.gov) to request the relocation (up to 15 feet) by the City of an existing water meter.
  - d. Existing water and/or sewer services not used shall be abandoned per City standards (**capped at the main**). Obtain a Public Works Right of Way Permit for the abandonment of the service prior to approval of the building permit (<https://durhamnc.gov/DocumentCenter/View/3304/>). The change of the location of the services shall be shown in the asbuilts.



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2. Show on the plot plan all existing utilities, utility easements, and easement setbacks.
  - a. Show and **record easements and easements setbacks** for any existing public sewer and/or storm drainage (swales or pipes within the lot that convey runoff from adjacent property or the right of way) that do not have an easement already. Also show and record the part of the easement that would encroach on the property when a waterline or sewer is located near the property line. The proposed structure shall be shown outside of any easements and easement setbacks. Easements shall be recorded prior to the approval of the building permit.
  - b. Provide **calculations** from a North Carolina registered professional Engineer for any proposed storm drainage conveyance (swales or pipes) within the property. Record easements for the proposed conveyance prior to approval of the building permit.

### D. Sidewalks

1. Show required sidewalks and curb ramps per the approved construction drawings.

### E. Driveways

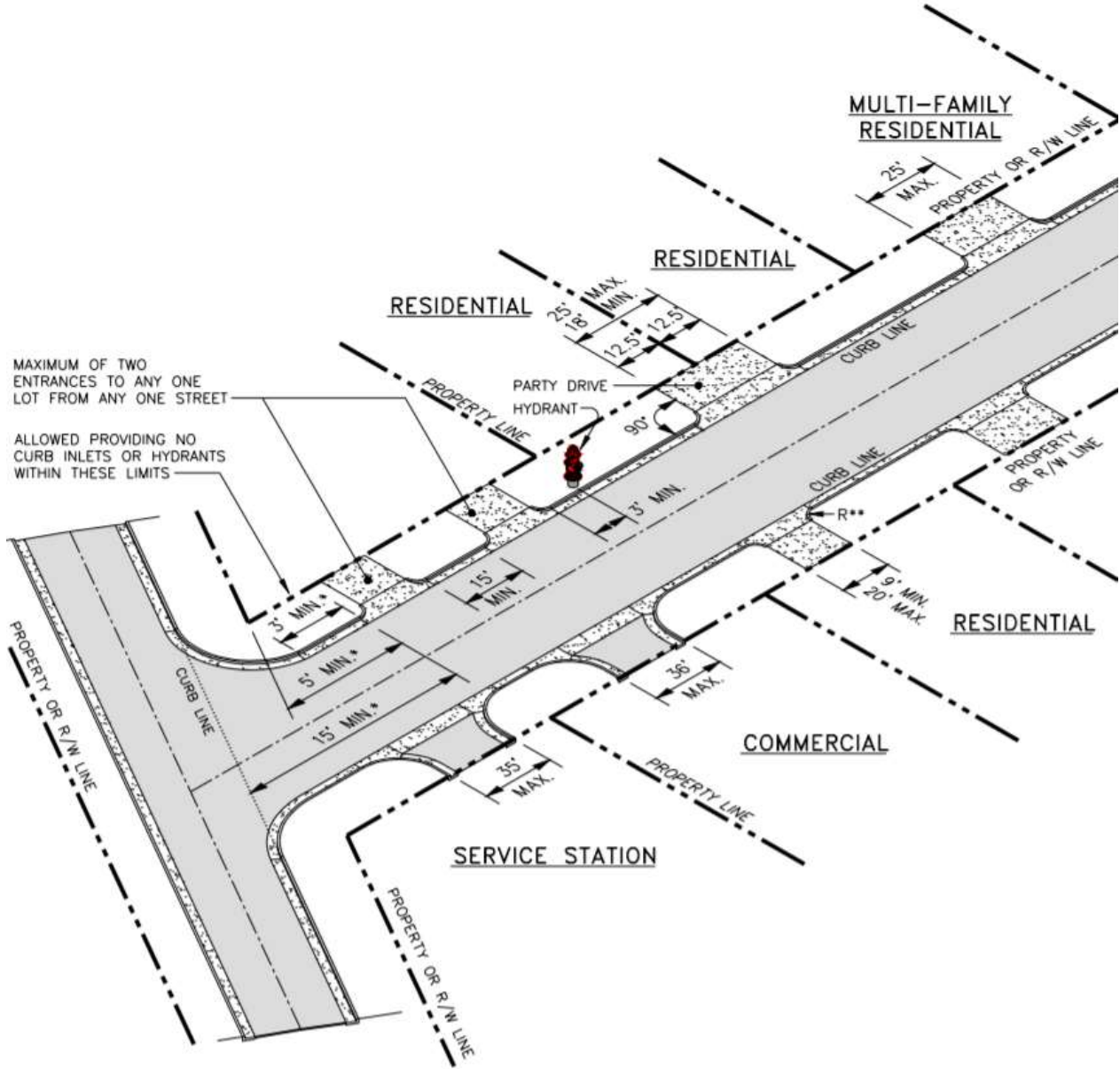
1. Show location of existing or proposed driveway and driveway approach (curb cut). Label **width** of proposed driveway at the property line. Existing driveways that are not to City standards shall be **replaced**.
2. If the property has an existing driveway curb cut that will not be utilized, then note the curb cut to be **closed**.
3. If the driveway is proposed in a strip paved street, provide **calculations** from a North Carolina registered professional Engineer to size the driveway pipe (minimum of 15" in diameter). The plot plan shall note the size of the driveway pipe.
4. Show a private access easement if the driveway pad within the property is **shared** with the adjacent property. A private access easement shall be recorded, if one does not exist already, prior to approval of the building permit.
5. Note distance from driveway to the PC/PT of a nearby intersection (at least 3 feet).
6. Show on plot plan any catch basins, fire hydrants, curb ramps, and speed humps in front of the property and note the distance from it to the turnout or flare of the proposed driveway. At least 3 feet of curb is required to transition from the standup curb to the start of the driveway. Submit grate inlet conversion calculations from a Professional Engineer if driveway conflicts with a catch basin. Grate conversions are not allowed in sump conditions.
  - a. Hydrants on standard curb streets: Hydrants require 3 feet of standard curb before the edge of the driveway (page 18 <https://durhamnc.gov/DocumentCenter/View/15305/Water-Details?bidId=>).
  - b. Hydrants on rolled or valley curb streets: Hydrants require 5 feet of standard curb before curb can transition to rolled or valley curb, which requires 3 to 5 feet (page 19 <https://durhamnc.gov/DocumentCenter/View/15305/Water-Details?bidId=>). The flare of the driveway approach shall start at the end of the transition.



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## F. Stream buffers

1. If the US Soils Map and/or the USGS Quad Map show a stream in or adjacent to the property, do one of the following:
  - a. Request from the [Planning Department](#) the width of the buffer and grading setback required on the stream. Survey the top of bank of the stream. The stream buffer shall be measured from the top of bank. Show top of bank, stream buffer, and grading setback on plot plan. The structure shall be located outside the stream buffer and grading setback.



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b. Conduct a **stream determination** study to determine that there are no streams in the vicinity. The stream determination study will vary depending on the watershed the property is located at:

- **Neuse River Basin:** The stream determination will be conducted by the North Carolina Department of Environmental Quality <http://edocs.deq.nc.gov/Forms/Determination-Request-Form> ([https://files.nc.gov/ncdeq/Water%20Quality/Surface%20Water%20Protection/401/Buffer-StreamDeterminationRequestForm\\_21June2018\\_RRO.docx](https://files.nc.gov/ncdeq/Water%20Quality/Surface%20Water%20Protection/401/Buffer-StreamDeterminationRequestForm_21June2018_RRO.docx)).
- **Jordan/Cape Fear River Basin:** Provide a stream determination report from a private consultant to Public Works Stormwater Services for review (<http://durhamnc.gov/DocumentCenter/Home/View/12537> and <http://durhamnc.gov/DocumentCenter/Home/View/8640>).

If it's determined that the stream is ephemeral, then a stream buffer is not required. Record an easement for swales conveying runoff from the right of way or adjacent property.

### G. Retaining Wall Permits

1. Provide plot plan showing proposed retaining wall with top and bottom wall elevations and distance to the public right of way. Show width of the geogrid if required.
2. Plot plan shall match the grading plan of the approved construction drawings.
3. Retaining walls and geogrid shall be located outside the right of way and utility easements (see sketch below).

