



**Town Of Chapel Hill**  
**Requirements for Submittal for**  
**Engineering Construction Permit**

- The permittee shall submit one set of plans, Engineer's project estimate, and a fully filled out inspection fee worksheet, sealed by the NC Registered Design Professional responsible for the Project, for review and approval by the Engineering Department.
- Upon approval of the inspection fee worksheet, the permittee will submit an Engineering Construction Permit (ECP) form signed by the general contractor for the project, along with the following items:
  - Payment of Engineering Construction Permit Application Review fee to Town Revenue Office.
  - Payment of Engineering Construct Permit Inspection fees to Town Revenue Office.
  - A sealed Engineer's estimate for all improvements within the existing or newly dedicated right-of-way. The estimate should include all construction line items with quantities, unit prices, and final cost extensions.
  - If the Engineer's estimate of work located within the right-of-way is equal to or greater than \$10,000, the owner shall provide a surety in the amount of 125%.
    - The surety can be in the form of a bond, a bank letter of credit, or cash.
  - Certificate of Liability insurance in the amount of \$1,000,000 with the Town named as a certificate holder (Additionally Insured).
  - If the sum of the entire project is equal to or exceeds \$50,000 a copy of the General Contractor's State Contractors License.
  - If the project's disturbance of land equals one acre or greater, an erosion control bond is required at \$5,000 per disturbed acre of land.
- Submit three (3) sets of final plans for Town approval signing. Each page of the final plans must contain the Town of Chapel Hill Engineering Note. Stormwater Management, Planning, and Engineering will retain one set and one set will go back to the owner/developer.
- The owner/developer will provide the Town with one scanned copy of the final Town approved signed plans.
- Upon satisfactory completion of all public improvements the owner must submit a one year Warranty Bond in the amount of 25% of the cost of construction, but not to exceed \$50,000. Upon receipt of the warranty bond the Town may release the original Surety Bond.

**Inspection Contact:**

- For all work located within an existing roadway, from face of curb to face of curb, (example utility trench cut) contact the Town's Street and Construction Division at 919-969-5165.
- All traffic & pedestrian control related work contact the Town's Traffic Engineering Division at 919-969-5096.
- For all new construction located within the right-of-way (ex: storm, curb and gutter, driveway, sidewalks, etc.) contact Town's Engineering and Infrastructure Division at 919-969-5085.



**Town Of Chapel Hill**  
**Engineering Construction Permit**

PROJECT:	PHASE:	PERMIT FEE: \$475.00
LOCATION:		AMOUNT \$ _____ *
DEVELOPER/OWNER		DATE PAID _____
PHONE:	* Total from ECP Worksheet	
CONTRACTOR	SURETY BOND:	
	AMOUNT \$ _____	
PHONE:	EXPIRATION DATE _____	
<input type="checkbox"/> COPY OF LIABILITY INSURANCE ON FILES	EROSION CONTROL BOND:	
<input type="checkbox"/> COPY OF STATE CONTRACTOR'S LICENSE (IF OVER \$50,000)	AMOUNT \$ _____	
	EXPIRATION DATE _____	
IMPROVEMENTS COVERED:		
<input type="checkbox"/> Clearing/Grubbing/Grading	<input type="checkbox"/> Storm Drainage	<input type="checkbox"/> Curb & Gutter/Driveways
<input type="checkbox"/> Base/Paving	<input type="checkbox"/> Water/Sewer	<input type="checkbox"/> Sidewalks
OTHER _____		

**CONDITIONS:**

1. Prior to actual start of construction and only upon Town's receipt of final stamped plans, the Contractor must have a construction conference with the Engineering Inspector. Commencement of work will not be allowed prior to the Engineering Inspector obtaining a set of final stamped plans and attending a construction conference. The scope of the conference will vary with the complexity of the project.
2. At least TWO (2) days prior to beginning construction, the Contractor must notify the Engineering Inspector of the time he will begin construction.
3. The Contractor shall have in his possession at all times an approved construction plan and permit. Failure to do so will result in a Stop Order being placed on the project. A Stop Order will not be rescinded until the deficiency is corrected.
4. A job superintendent is required to be on the project as necessary to ensure the work proceeds according to the plans and specifications. If the Engineering Inspector determines proper supervision is not being given to the work crew, a Stop Order will be issued which will not be rescinded until the deficiency is corrected.
5. No changes in the plans and specifications are allowed unless approved in writing by the Manager of Engineering and Infrastructure. Work done without the Manager of Engineering and Infrastructure's approval is done at the Contractor's own risk.
6. **SAVE HARMLESS CLAUSE:** The Contractor, by acceptance of this permit, assumes all liability for damages resulting from his construction and saves the Town of Chapel Hill harmless from all liability and expenses and agrees to reimburse the Town of Chapel Hill for any costs, expenses or damages which it may incur or be held liable for as result of the Contractor's activities pursuant to this permit.
7. The Contractor will provide the Town an electronic copy of the project's as-builts as part of the project's close out.
8. This permit is issued under Chapter 17 of the Code of the Town of Chapel Hill and is subject to the applicable provisions of that Chapter.
9. All work in the Public Rights-of-Ways must be in compliance with current ADA standards.

ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_  
Contractor

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
Chapel Hill Engineering & Design Services



**Town Of Chapel Hill  
Engineering Construction Permit  
Inspection Fees Worksheet**

**PROJECT NAME:** \_\_\_\_\_

**REFERENCE #:** \_\_\_\_\_

Please submit completed worksheet to the Town of Chapel Hill Engineering Division prior to Building Permit Application approval

Worksheet must be sealed by the NC Registered Design Professional responsible for the Project.

<b>PUBLIC ROADWAY &amp; FIRE LANES</b> (Per travel lane)	\$2.20/LF x _____ # LF x _____ # Lanes	=	\$ _____
<b>SIDEWALK, TRAILS, &amp; PATHS</b>	\$0.60/LF x _____ # Linear Feet	=	\$ _____
<b>DRIVEWAYS</b>	\$110.00/EA x _____ # Drives	=	\$ _____
<b>URBAN STREETSCAPE</b> (Including, sidewalk, duct bank, & amenities)	\$2.00/LF x _____ # Linear Feet	=	\$ _____
<b>STORM SEWER LINES</b> (12" or greater)	\$1.10/LF x _____ # Linear Feet	=	\$ _____
<b>STORM SEWER STRUCTURES</b>	\$55/EA x _____ # Structures	=	\$ _____
<b>STORM SEWER BASINS/RETENTION STRUCTURES</b>	\$550.00/EA x _____ # Structures	=	\$ _____
<b>WATER LINE</b> (Mains within public right-of-way)	\$1.10/LF x _____ # Linear Feet	=	\$ _____
<b>SANITARY SEWER LINE</b> (Mains within public right-of-way)	\$1.10 LF x _____ # Linear Feet	=	\$ _____
<b>FIRE LINE</b> (On private property)	\$1.10 x LF x _____ # Linear Feet	=	\$ _____
	<b>TOTAL FEES DUE</b>	=	\$ _____

**Note: All Fees must be paid prior to Construction Plan Approval for Subdivisions or Issuance of any Building or Grading Permits for Site Plans.**

I certify that the above information recorded on this worksheet is a true and accurate compilation of the specified project.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ SEAL