



Residential Demolition Permit Checklist

Planning and Development Customer Service Center | One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500

This checklist is applicable to Residential Demolitions for one- and two-family dwellings, one- and two-family additions, and residential zoning permits including accessory structures.

IMPORTANT NOTE: This checklist is intended to be a reference for applicants, is optional to submit, and is not a required document. The checklist is not all inclusive and City departments reserve the option to require information in addition to what is outlined in this document.

GENERAL INFORMATION	
Applicant Name:	Date:
Project Address:	

RESIDENTIAL DEMOLITION SITE PLAN Submittal instructions, requirements checklist, and other helpful information
>>REQUIRED FOR ONE- AND TWO-FAMILY DWELLINGS, ADDITIONS AND BUILDINGS/STRUCTURES<<
<ul style="list-style-type: none">For the purposes of this review, a survey plot plan can be used as a site plan if all structures are identified. A site plan is a plan drawing/diagram which shows the buildings, easements, ground mounted mechanical equipment, fences and/or walls, the position of roads, and other constructions of an existing property at a defined scale.A survey/site plan used to meet the requirements for a site plan can only be drawn, signed, and sealed by a surveyor licensed in the state of North Carolina. When submitting a survey/site plan, you must provide the most current signed and sealed version showing existing conditions in addition to clearly identifying structures to be demolished.

Residential Demolition Permit Checklist	
REQUIREMENTS	YES
<p>1. Survey Items:</p> <p>North Arrow (must be at the top), metes and bounds of property boundary, adjacent right-of-way, and graphic scale. Date of drawing, signature and seal of the surveyor preparing the document, and recorded lot number and address. Reference to the Book of Maps and page number of the recorded lot. Label street name(s) and provide dimensions between buildings and property lines, buildings and other buildings, ground mounted equipment and property lines, and fences and/or walls and property lines.</p> <p>Existing easements (open spaces, greenways, buffers, flood, utilities, etc.) shown and labeled.</p> <p>The plot plan must be drawn to a normal scale, such as 1:20, 1:30, etc. and labeled and submitted on legal (8 ½" X 14") paper.</p>	<input type="checkbox"/>
<p>2. Site Data Table:</p> <p>Include Property Identification Numbers (PIN) for subject property, site size, zoning, overlay districts, building type, total square footage to be demolished, number of units to be demolished, current use(s), existing impervious, percentage of root zones to be disturbed. Only one demolition can be permitted per parcel. If the proposed demolition includes the principal structure on a lot with an accessory structure to remain, a building permit must first be submitted for a new principal structure.</p>	<input type="checkbox"/>

<p>3. Clearly indicate entire area that will be demolished and limits of disturbance, enclosed within a boundary line on the survey/plot plan.</p> <ul style="list-style-type: none"> • Include any work within the public right of way and which may impact existing sidewalk accessibility. • Limits of disturbance should include one single area that includes all items being removed and at a minimum 10' distance from other structures. • Limits of disturbance should be accessible to the public ROW or have other stabilized access to the ROW. • Limits of disturbance should be outside of a tree protection fence and not within critical root zones. Urban Forestry will determine whether trees in disturbance areas can remain or must be removed. • Disturbance of more than 12,000 sq. ft. will require a grading permit. 	<input type="checkbox"/>
<p>4. Existing City Trees:</p> <p>Show all City trees and boundary trees (City Code Sec. 9-8002) with a diameter at breast height (DBH) of 3 inches or larger within the right-of-way, especially those within 15 feet of planned work. Label trees with species and DBH.</p> <p>If any City tree is removed, indicate the location, size and species of the replacement plantings. Street tree planting standards are located in UDO 8.4.1.D.</p> <p>If there are no existing right-of-way or boundary trees, add a note to the demolition plan stating, "No trees exist within the right-of-way."</p>	<input type="checkbox"/>
<p>5. Critical Root Zones (CRZs) of City Trees:</p> <p>Clearly show the CRZs of the identified trees on the plans. The CRZ is a protected circular area surrounding a tree, with a radius equal to 1.25 feet per inch of the tree's DBH measured at 4.5 feet above grade, with the tree trunk at the center of the circle.</p> <p>Show tree protection fencing at the edges of City tree CRZs, ensuring that the fencing does not obstruct existing sidewalks, driveways, or the street. Include a note indicating that tree protection fencing should be installed according to TPP-01 and TPP-02 standards</p> <p>If the CRZ is being disturbed, provide calculations on what % of CRZ is being impacted and show tree protection fence at the limits of disturbance.</p>	<input type="checkbox"/>
<p>6. Tree Conservation Areas:</p> <p>Identify any existing tree conservation areas on-site and reference the Book of Maps and page number where these areas were recorded. Show tree protection fencing at the edges of tree conservation areas if planned work is near those areas.</p>	<input type="checkbox"/>