



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

The following is a list of requirements from the Engineering Division for plot plans included in Building Permit applications within the City limits. A property located outside the City limits cannot connect to City water and sewer without obtaining a utility extension agreement and annexing into the City first.

A. Utilities

1. Show 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/property line). 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.
2. Second detached structure with water and sewer service (garage with a bathroom, separate apartment, carriage house, etc.):
 - a. Show in the plot plan a second water meter if wanting to bill detached unit separately
 - b. Show in the plot plan a second sewer cleanout connected to the main in the street or connected to another permitted 'main' downstream (sewer service cannot be extended from the existing house).
3. Duplex: show on plot plan two meters if wanting to bill units separately.
4. Show on the plot plan all existing utilities, utility easements, and easement setbacks. Dedicate easements for any existing public sewer and/or storm drainage pipes that convey runoff from adjacent property or the right of way within the lot that does not have an easement already. The proposed structure shall be shown outside of any easements and setbacks.

B. Sidewalks

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

C. Driveways

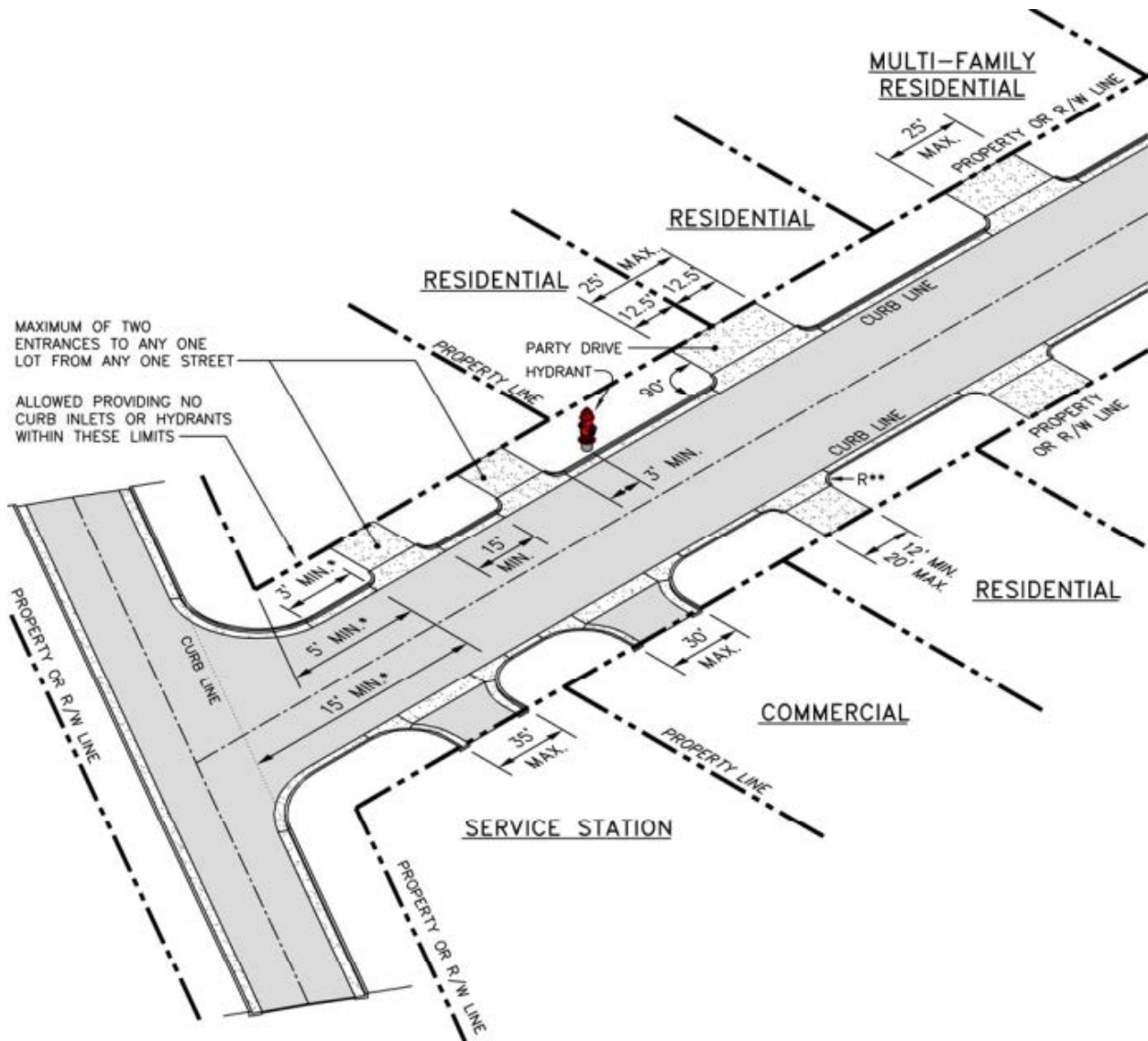
1. Show location of existing or proposed driveway and driveway approach (curb cut). Existing driveways that are not to City standards shall be replaced.
2. If the property has an existing driveway curb cut that will not be utilized, then note the curb cut to be closed.
3. If the driveway is proposed in a strip paved street note on the plot plan that a driveway pipe will be installed but do not show the size of the pipe. The size of the pipe shall be determined by a Professional Engineer and calculations shall be provided to the City with the driveway permit application.
4. Note on plot plan if the driveway curb cut is a shared driveway. Show a private access easement if the driveway within the property is shared with the adjacent property. Dedicate a private access easement if one does not exist already.
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, and speed humps in front of the property and note the distance from it to the proposed driveway (at least 3 feet). Submit grate inlet conversion calculations from a Professional Engineer if driveway conflicts with a catch basin. Grate conversions are not allowed in sump conditions.



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D. 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.
 - 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:

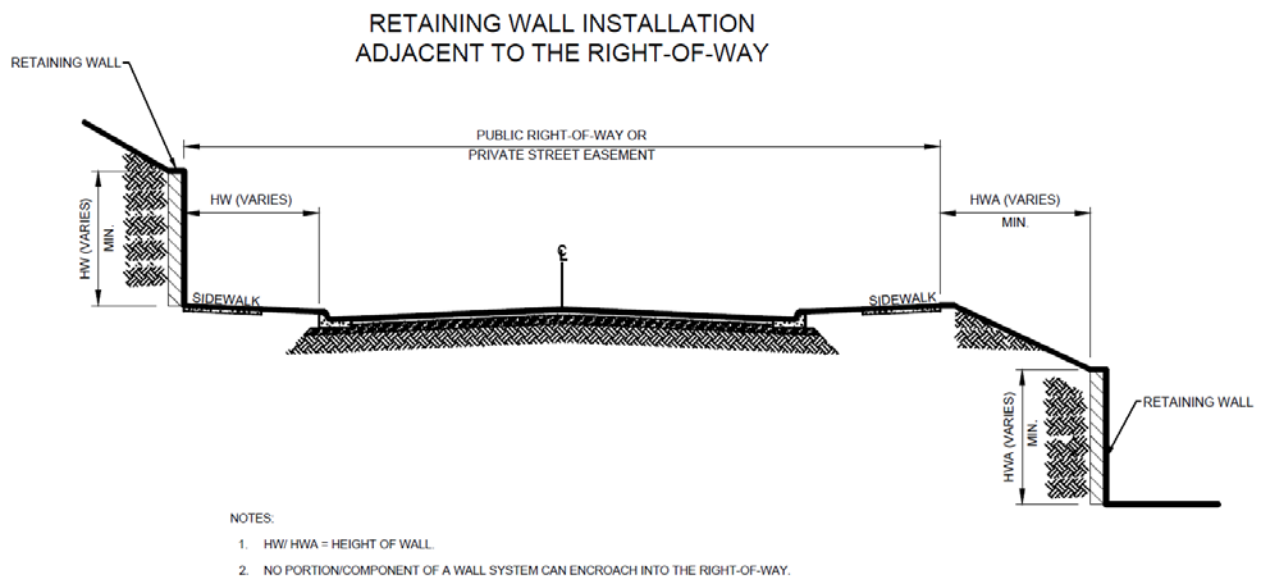


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- Neuse River Basin: The stream determination will be conducted by the North Carolina Department of Environmental Quality <http://edocs.deq.nc.gov/Forms/Determination-Request-Form> (https://files.nc.gov/ncdeq/Water%20Quality/Surface%20Water%20Protection/401/Buffer_StreamDeterminationRequestForm_21June2018_RRO.docx).
- 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.

E. 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).