



ADU APPLICATION SUBMISSION CHECKLIST

Depending on the type of ADU you are building, you will need to follow the permitting guides for one of the following:

- [Add to or alter my home](#)
- [Install a manufactured home](#)
- [Build an accessory building](#)
- [Build a single-family home](#)

Please contact the Wake County Permitting & Inspections division at **919-856-6222** with any questions about submittal.

The basic checklist* for any of these permits is as follows:

1. A completed application using the [Wake County Permit Portal](#).
2. A site plan, meeting all specifications listed [here](#) under Site Plan Requirements. ([Example](#))

Note: Additions that increase the footprint of the structure require a full site plan, including impervious surface calculations. Additions or alterations within the existing footprint of the structure require a site plan only if the addition/alteration increases the number of bedrooms in the structure and is served by an onsite wastewater system (septic).
3. A building plan, meeting all the specifications listed [here](#) under Building Plan Requirements.

Note: All structural information must comply with North Carolina Residential Building Code, current edition. Structural elements not found in North Carolina Residential Code must be sealed by a professional engineer or architect registered in the State of North Carolina or comply with other professionally recognized evaluation services, such as NES.
4. A certificate of workers' compensation insurance or a completed affidavit of workers' compensation exemption form for contractors.
5. A notarized [Owner Exemption Affidavit](#) for projects costing \$30,000 or more and where an owner is listed as the general contractor.
6. An appointment of [Lien Agent](#) where the project cost is \$30,000 or more.

Notes

Your permit may also require a review if there are flood hazard areas or if your proposed impervious area exceeds the allowable limit.

Your permit may require additional review if the property is served by an onsite wastewater system (septic).

A field consultation fee and a site visit by Environmental Services staff may be required for these services. This will be managed through the online Permit Portal.

Further information regarding requirements of wastewater systems (septic) and storm water programs may be obtained from [Wake County Environmental Services](#) at **919-856-7400**.

* These are minimum requirements. Special circumstances or small lots may dictate further requirements.