



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 by Watershed Management. If you think your project may require this review, you can request a staff follow-up at: <https://wake.gov/WMhelp>

Your additional is served by an onsite wastewater system (septic).

A field consultation fee and a sit visit by Environmental Ser staff may be services. This through the online Permit Portal.

F requirements of wastewater systems (septic) and storm water programs may be obtained [Wake County Environment Services](#) at **919-856-7400**.

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