



Planning and Development Services

☎ 919-856-6222

Permits and Inspections
336 Fayetteville St. • Raleigh, NC 27601
P.O. Box 550 • Raleigh, NC 27602
wake.gov

Site Plan Requirements

A preliminary site plan is required before permits are issued. A final (as-built) site plan may be required prior to the issuance of a Certificate of Occupancy. A good resource for a site plan is a survey issued for a recent mortgage or refinance closing. Watch [this video](#) for more information. A site plan includes the entire lot, drawn to scale, with the following:

- Lot lines with dimensions and road frontage shown.
- All existing and proposed buildings and structures with overall dimensions and, for proposed buildings and structures, the distance measured from the nearest fixed reference points (such as property lines, lot corners, existing building/structures, etc.) that can be used to precisely locate the proposed building/structures should be clearly shown.
- Existing and proposed driveways, parking spaces, patios, pool decking, and walkways with width and surface material identified.
- Where known, existing or proposed well, septic tank and drain field location(s) or sewer and water easements and proposed connection location(s).
- If the property is served by an on-site wastewater system (septic system), any proposed trenching for electrical, mechanical, plumbing, must be clearly shown on the site plan. The site plan shall include the location, width, and length of the proposed trenching to verify that the work will not impact the septic system or repair area.
- When utilizing a Professional Option Permit (EOP, AOWE, SL 2022-11/A2) for wastewater (septic) permitting, site plans submitted for building permits must demonstrate the location of all wastewater system components including tanks and treatment systems, distribution devices, supply lines, primary and repair drain lines, etc. The wastewater system information must be provided by the appropriate design professional to be included on the site plan submission.
- All water features including ditches, easements, buffers and flood hazard areas (FEMA or flood-prone soils).
- The location, type and relevant dimensions and capacities of storm water management structures, associated easements and other devices.
- All existing and proposed impervious surfaces clearly itemized and listed in square feet and as a percentage of the net lot size. This can be shown on the site plan or an attached impervious calculation worksheet.
- Parcel identification number (PIN), address of property, north arrow, scale of the site plan, bar scale, and date map prepared (and any revision dates).
- If parcel is less than 5 acres, scales of 1" = 20', 30', 40', 50', 60' or 100' are acceptable on paper no larger than 11" x 17".
- For a parcel of 5 acres or more, scales of 1" = 100', 200', 300', 400' or 500' are acceptable in addition to the scales listed above and may be on any size paper. If the paper is larger than 11" x 17", or the scale is smaller than 1"=100', an inset or separate sheet must also be provided showing the proposed construction at a scale of 1" = 20', 30', 40', 50', 60' or 100'.
- As-built surveys must be labeled as such, be completed by a Professional Land Surveyor and include all the above. The date the as-built is prepared must be on or after the initial building final.

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

EXAMPLE OF WAKE COUNTY APPROVED SITE PLAN

IMPERVIOUS SURFACES	
HOUSE	3,461
DRIVEWAY AND WALKS	2,620
PORCHES	420
DETACHED GARAGE	588
Pool Patio	860
TOTAL IMPERVIOUS	7,949
TOTAL SQFT OF LOT	45,303.3
% OF IMPERVIOUS	17.55%

Show dimensions of proposed pools and pool patios / structures. Show dimensions to property lines and existing structures, as to precisely locate all proposed structures

Show itemized impervious calculations in square feet, total impervious area in square feet & total percentage of impervious area of lot

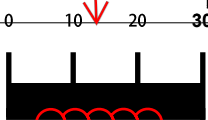
Show proposed accessory buildings with dimensions of structures & distances to property lines

Location, width, and length of the proposed trenching for electrical, mechanical or plumbing

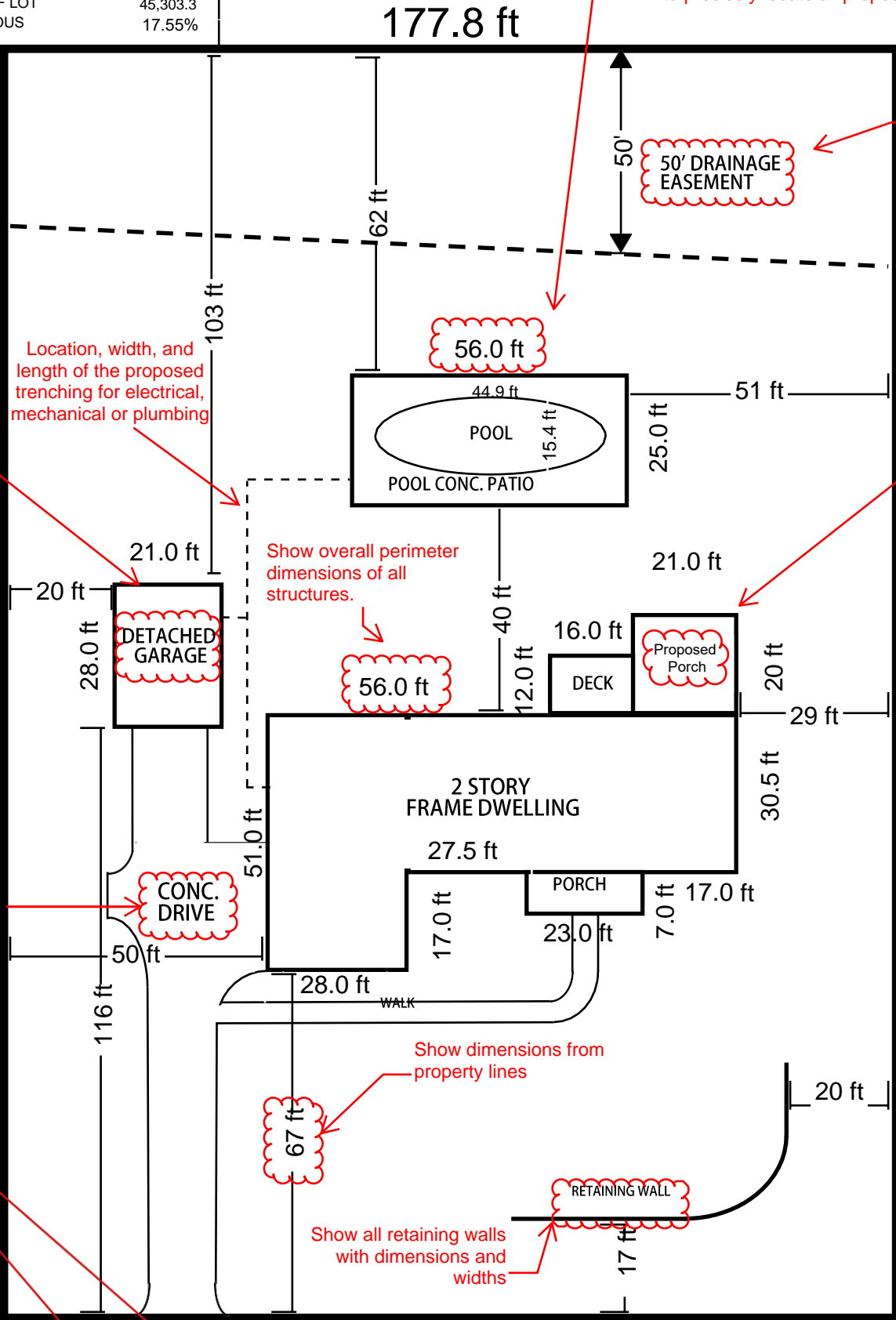
Show all existing & proposed driveways, walkways, patios and parking spaces

Parcel ID number (PIN) & Address

Show scale of site plan



1" = 30'



Show all ditches, easements, buffers and flood hazard soils (FEMA)

Show all proposed additions with dimensions of structures and distances to property lines.

Show overall perimeter dimensions of all structures.

Show dimensions from property lines

Show all retaining walls with dimensions and widths

Show all property lines with dimensions

Show north direction

Parcel ID
123456789

177.8 ft
1234 North Main Street, Raleigh 27615
Street Frontage - 50' Right of Way

NORTH