



**Town of Holly Springs**  
**128 South Main Street**  
**Holly Springs, NC 27540**  
**(919) 557-3915 · Fax (919) 557-7551**

Permit #
_____
Date Entered
_____

**NEW HOME APPLICATION**

**Fill out all blanks as required. Authorized Signature for each trade must be the license holder or a current signature authorization (valid for 12 mo) is on file with Town of Holly Springs Code Enforcement Dept.**

**Enclosures to include: Application, Development Option Worksheet (if applicable), Site Plan, Engineered Sealed Plans and Designated Lien Agent.**

<b>Environmental Development Permit#</b> _____ "Exempt" if not applicable. (If exempt by the Town please attach appropriate documentation)
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Lot # \_\_\_\_\_ Site Address \_\_\_\_\_

Subdivision \_\_\_\_\_ Phase \_\_\_\_\_ Section \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

- Single Family    
  Foundation-Crawl    
  Basement    
  Slab    
  Stemwall    
  Monoslab  
 Multi-Family-# of units \_\_\_\_\_    
 Number of Stories \_\_\_\_\_ Baths \_\_\_\_\_ Bedrooms \_\_\_\_\_

**Total Sq Footage** \_\_\_\_\_

Heated \_\_\_\_\_ Unheated \_\_\_\_\_ Attic Heated \_\_\_\_\_ Attic Unheated \_\_\_\_\_

Basement Heated \_\_\_\_\_ Basement Unheated \_\_\_\_\_ Garage Attached \_\_\_\_\_ Garage Detached \_\_\_\_\_

Screen Porch \_\_\_\_\_ Porch \_\_\_\_\_ Deck \_\_\_\_\_

**Cost of Construction \$** \_\_\_\_\_ **Utilities:**  Public Water/Sewer  Private Well/Septic

<b>General Contractor</b> _____	Phone _____
Address _____	State License # _____
Superintendent's Email _____	Authorized Signature _____
Expiration of Workers Comp Ins ____/____/____	
<b>Electrical Contractor</b> _____	Phone _____
Address _____	State License # _____
Email _____	Authorized Signature _____
<b>Mechanical Contractor</b> _____	Phone _____
Address _____	State License # _____
Email _____	Authorized Signature _____
<b>Plumbing Contractor</b> _____	Phone _____
Address _____	State License # _____
Email _____	Authorized Signature _____

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_



**Town of Holly Springs**  
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Office Use Only
# _____
_____
Date Entered

## Designated Lien Agent

In accordance with North Carolina General Assembly Session Law 2012-158, inspections offices are not allowed to issue any permit where the project cost is \$30,000 or more unless the application is for improvements to an existing single-family residential dwelling that is used by the owner as a residence **OR** the property owner has designated a lien agent and provided the inspections office with the information below. **This information is required whether there is a known lien on the property or not.**

<b>Name of Lien Agent</b> _____
Mailing Address of Agent _____
Physical Address of Agent _____
Telephone _____ Email _____
<b>Name of Person Completing Form</b> _____
Applicant Signature _____ Date _____
Address of Property _____
Telephone _____ Email _____

***This information will be part of the building permit on file in the Inspections Department and a copy will be attached to the building permit placard. The applicant is required to post a copy on the property with the permit placard.***

Excerpt from North Carolina G.S. 153A-357 (counties) and 160A- 417 (municipalities):

**“(Effective April 1, 2013)** No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued.”



## Town of Holly Springs Development Option Building Permit Worksheet Single Family & Two Family Dwellings

Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Street Address: \_\_\_\_\_

Builder/Contractor: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Front Façades

Select a minimum of ten (10) of the following design features for the front façade, and a minimum of one (1) garage design feature, with:

- All five (5) design features from Group 1; and,
- Two (2) design features from Group 2; and,
- Three (3) additional design features selected from either Group 2 or Group 3; and,
- One (1) garage design feature.

#### **Group 1 – Must have all five (5) of the following:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Change in Elevation of Roof Ridge, or Change in Direction of Roof Ridge, or Roof with Dormers (minimum of two (2) dormers).</li> <li><input type="checkbox"/> Foundation Landscape Package (minimum: 2 trees; 1 tree and 4 shrubs; or 8 shrubs).</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Façade Modulation (other than items listed herein; minimum of 12 inches in depth).</li> <li><input type="checkbox"/> Roof Overhangs (minimum 12 inches in depth on all elevations).</li> <li><input type="checkbox"/> Decorative garage door, if front loaded.</li> </ul> |
|---|---|

#### **Group 2 – Pick at least two (2) of the following:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Multiple Building Materials (stone, brick, or wood siding) or Textures (shakes, board and batten, etc.) (secondary material must comprise at least 20% of front façade).*</li> <li><input type="checkbox"/> Covered Porch – a covered front porch occupying a minimum of forty (40) percent of the overall width of the <i>primary building</i> containing a <i>dwelling unit</i>.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Side Garage Bump-out (minimum size 3'X10').</li> <li><input type="checkbox"/> Architectural Shingles.</li> <li><input type="checkbox"/> Window Transom or Door Sidelight(s), or Door Transom.</li> </ul> |
|---|--|

#### **Group 3 – Additional Items:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Decorative Door Architrave.</li> <li><input type="checkbox"/> Decorative Window Architrave.</li> <li><input type="checkbox"/> Decorative Window Cornice.</li> <li><input type="checkbox"/> Decorative Trim Molding (including, at a minimum, fascia, soffit &amp; corner trim).</li> <li><input type="checkbox"/> Decorative Front Door (min. 25% glazing).</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Shutters (front).</li> <li><input type="checkbox"/> Keystone (over all first floor, front façade windows and doors).</li> <li><input type="checkbox"/> Pent Roof or Pent Roof Return.</li> <li><input type="checkbox"/> Architectural Elements (e.g., quoins, pilasters, soldier courses, friezes, cornices, dentils, etc.).</li> </ul> |
|--|---|

\* Front façade wall area shall be exclusive of window or door areas and shall include all wall areas oriented to the front of a *primary building* containing a *dwelling unit* between the two side walls of such *building*.

Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**Garages (attached or detached) if applicable.**

Choose one (1) of the following design features:

- Garage Off-Set (stepped back from front building line by at least 10')
- Garage as Percent of Façade (shall not exceed 40% of linear length of ground floor)  
(Total linear length of all front facing garage doors: \_\_\_\_\_ ft. ÷ Total linear length of ground floor: \_\_\_\_\_ ft. = \_\_\_\_\_ %)
- Side Loaded or Read Loaded Garages.

Note for designs with more than two-car garages: no more than two-car garage doors may be located on the same architectural plane. Additional garage doors must be off-set by at least twelve inches

**Side and Rear Façades for Perimeter Lots & Lots Abutting Common Areas when applicable**

Select from the following design features based upon the location and orientation of the side or rear façade:

- Street Orientation – a minimum of five (5) of the following design features, with at least two (2) features selected from Group 1, for any side or rear façade oriented toward a street; or,
- Open Space Orientation – a minimum of four (4) of the following design features, with at least two (2) features selected from Group 1, for any side or rear façade oriented toward an open space common area.

**Group 1 – Pick at least two (2) of the following:**

- |  |  |
|--|--|
| <input type="checkbox"/> Change in Direction of Roof Ridge.  | <input type="checkbox"/> Bay or Oriel Window.                            |
| <input type="checkbox"/> Finished Space "pop-out" (minimum size 3' X 10').   | <input type="checkbox"/> Roof with Dormers (minimum of two (2) dormers). |
| <input type="checkbox"/> Façade Modulation (minimum variation eighteen (18) inches in depth and four (4) feet in width). | <input type="checkbox"/> Roof Overhangs (minimum 12" on all elevations). |
| <input type="checkbox"/> Open or Screened in Porch (minimum size 10' X 10').   | <input type="checkbox"/> Minimum 50% brick or stone on rear façade*.     |
|  | <input type="checkbox"/> Brick or stone chimney.                         |

\* Rear façade wall area shall be exclusive of window or door areas and shall include all wall areas oriented to the rear of a primary building containing a dwelling unit between the two side walls of such building.

**Group 2 – Additional Items:**

- |  |   |
|--|---|
| <input type="checkbox"/> Multiple Building Materials (secondary material must comprise at least 20% of the applicable façade). | <input type="checkbox"/> Accent Siding.   |
| <input type="checkbox"/> Hip Roof.   | <input type="checkbox"/> Elevated Deck with Decorative Rail. Patio Doors – Double Width (not sliding glass doors).                              |
| <input type="checkbox"/> Roof Overhang (subject elevation only).   | <input type="checkbox"/> Integrated Covered Storage Area (not the same as a side garage bump-out; minimum size 3' X 10'). Shutters (all sides). |
| <input type="checkbox"/> Decorative Door Architrave.   | <input type="checkbox"/> Door Transom.  |
| <input type="checkbox"/> Decorative Window Architrave.   | <input type="checkbox"/> Window Transom.  |
| <input type="checkbox"/> Decorative Window Cornice.  | <input type="checkbox"/> Window Grids (permanent).  |
| <input type="checkbox"/> Decorative Trim Molding (including, at a minimum, fascia, soffit and corner trim).                    | <input type="checkbox"/> Patio Doors (double width, not sliding).   |
| <input type="checkbox"/> Architectural Elements (e.g., quoins, pilasters, soldier courses, friezes, cornices, dentils, etc.).  |   |

**Planning & Zoning Use Only:**

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_