

PLANNING & INSPECTIONS DEPARTMENT
Michael D. Rettie, Chief Building Official

Building Inspections
(919) 245-2600
(919) 644-3347 (FAX)
www.orangecountync.gov



131 W. Margaret Lane
Suite 101
P. O. Box 8181
Hillsborough, NC 27278



April 2, 2020

Amendments to help maintain Orange County's "Social Distancing" policy during the COVID-19 pandemic.

Please observe the following practical adjustments to how we do business:

- The Orange County Inspection office is closed to the general. We will be minimally staffed during this crisis.
- We request that you submit all applications, documents and project plans electronically (to the extent possible). See submittal requirements for project plans attached.
- If you need to submit hard copies, a drop-off box has been placed in the front lobby. Please securely combine all documents (in an envelope, use of rubber bands, binder clip, etc.) making sure they are clearly identified with address before submitting. Any question or project discussion will need to occur by phone or email.
- All Fee payments are only accepted by credit cards over the phone. Call in to the office with your permit number to make payment.
- Please maintain a safe work site. Our Building Safety Officials will avoid groups and any physical contact. If we encounter someone who appears ill, the inspection will be suspended / cancelled and our Inspector will leave the project site.
- Inspections are scheduled by calling (919) 245-2600, with your permit number.
 - Please coordinate inspection needs directly with the Building Safety Official assigned to your inspection. Contact numbers attached.
 - **Please identify if inspection will be in an occupied building.**
- At this time we are performing scheduled inspections the next business day.

Inspection staff cellular numbers:

Bertie Alcorn,	Chief Inspector:	(919) 883-7947
Chris Wiggins,	Building Safety Official:	(919) 883-7944
Gregg Lassiter,	Building Safety Official:	(919) 932-0567
Keith Barnhouse,	Building Safety Official:	(919) 943-5545
Elijah Lawrence,	Building Safety Official:	(919) 883-7951
Mark Dunlap,	Building Safety Official:	(919) 257-1685
Nicholas Perry,	Building Safety Official:	(919) 883-7949
Greg Byrd,	Building Safety Official:	(919) 338-4696
Michael Rettie,	Chief Building Official:	(919) 312-9268

Inspection office staff contact for application and document submission:

Maria Hernandez, residential permit projects:
mahernandez@orangecountync.gov

Jeanneane Norwood and Linda Pulley for simple trade permits:
ocinspect@orangecountync.gov

Jocelyn (Josh) Gentry, commercial permit projects:
jgentry@orangecountync.gov

Romina Khandani, residential plans review:
rkhandani@orangecountync.gov



Orange County Inspections Division

Electronic **Residential** Plans Review is available for all Residential building permits.

Submittal Instruction:

Email the Permit application, project plans and associated documents to mahernandez@orangecountync.gov. If the file size is too large to send, contact Maria for the alternative submittal method.

Your plans will be reviewed and any needed information will be communicated to the Applicant by email and / or telephone from rkhandani@orangecountync.gov

Once your permit is "issued" (approved and paid for):

Our office will email you the "reviewed" project plans. These plans and documents must be printed in color and to the scale indicated on the plans (at a minimum size of 11" X 17"). The printed copy must be available on the job site for all inspections for the duration of the construction.

Reviewed plans must be maintained complete and legible through the Building Final inspection.

Submittal Format:

- Plans must be emailed. No storage device or memory key transfer accepted.
- Plans must be in adobe (.pdf) format file (preferably generated directly from AutoCAD or other computer aided- drafting software). Scanned plans must be legible and to scale.
- If possible, all project plan documents should be combined into one Adobe (.pdf) file.