

HISTORIC DISTRICT COMMISSION BUILDING PERMIT PROCESS

All owners of property within the Historic District shall be required to comply with Article VI of the Durham Zoning Ordinance and with the following review process prior to the issuance of a Building Permit:

1. The owner shall file an application with the Department of Planning, Zoning and Code Enforcement.
2. The owner or contractor should submit a detailed plan of all construction and a completed Building Permit application (available in the Planning Office).
3. The Planning and Code Enforcement Department shall review and forward all applications to the Historic District Commission (HDC).
4. Upon receipt of the application, the HDC shall place the application on its agenda for consideration and notify the owner of the meeting date.
5. The HDC shall render a decision on the application and forward the conditions of approval to the Code Enforcement Officer.
6. The Code Enforcement Officer shall issue a building permit conditioned upon the HDC conditions of approval.