



Harnett
COUNTY
NORTH CAROLINA
strong roots • new growth

HARNETT COUNTY CENTRAL PERMITTING

HOW TO OBTAIN A BUILDING PERMIT

NEW HOMES / ADDITIONS / MODULARS

How to start the process

In order to obtain a Building Permit in Harnett County's Jurisdiction, the following steps are required where applicable and generally in the following order. Everything will be submitted through our office.

STEP ONE: LAND USE APPLICATION-Use Harnett County GIS to complete.

Applicant must have the following in addition to residential land use application:

- a. A recorded copy of the Deed* for the property, or offer to purchase.
- b. A Site Plan or Plat Map drawn to engineer scale, if possible, on an 8 ½ x 11 sheet of paper showing all existing and proposed structures' dimensions & distances from property lines and the driveway location as well as any easements. (see notes on back)

If you are in an ETJ (Angier, Coats, Dunn, Erwin or Lillington) you will need to get a zoning permit or approval letter from their Town Office to go with **STEP ONE**. Residents in Coats will then go on to follow **STEP TWO** and **STEP THREE**. Residents in Angier, Dunn, Erwin or Lillington will get their building permits from the towns; they only come to Central Permitting for septic tanks, the zoning permit still required.

***This can be obtained at Register of Deeds Office**

Harnett County Courthouse
U.S. 401 North
(910) 893-7540

Septic Tank Permits/ Well Permits are obtained at the Central Permitting Department.

Checklist must be completed and fee paid when submitting application.

NEW SEPTIC TANK FEE \$750.00

EXISTING SEPTIC FEE \$100.00

NEW WELL PERMIT \$250.00

REVISION FEE \$25.00 + \$40.00 Site Plan Revision Fee

(Improvement good for 5 years from issue, 6 months if tank is installed)

LAND USE PERMIT FEE: \$25.00

This fee is paid when purchasing permits.

PERMIT VALID FOR 6 MONTHS (if no permits issued or inspections started)

STEP TWO (can be turned in with step one):

72 HOUR Plan Review is required for the following before Building Permit can be issued. Plan review required for: (other information may be needed based on the job)

- a. New Houses – Professional drawings req; all floor & roof truss shall include NC engineered sealed drawings from supplier
- b. Addition – Professional drawings req; all floor & roof truss shall include NC engineered sealed drawings from supplier
- c. Moved Houses – Floor plan & foundation plan required
- d. Modular Homes – Professional plans required including additions/alterations
- e. Renovation – Floor plan required

\$25 plan review fee paid when picking up permits

STEP THREE (can be turned in with step two):

To obtain a Residential Building Permit once the Land Use process has been started and the septic & plans, if applicable, are approved.

- a. Residential Building Application filled out in full, with building contractor and all subcontractors’ signature and information, including license number & address on license.
- b. Bring a copy of Workman’s Compensation Insurance form or an Affidavit of Workman’s Compensation.
- c. Modulars must provide original \$5000 surety bond if using setup contractor instead of general contractor.

Building permits are priced by square footage of the structure except renovations that require permits are based on dollar figure. Additional permits are required for Modular Homes if finishing upstairs, building additions or site building porches/decks over 6x6 or any size with a roof attached. Moved Homes require additional permits if doing work other than reconnecting existing services.

\$10 Homeowner Recovery Fee if applicable

Numbers to Remember

Questions about Permits call 910-893-7525 ext 2	Inspection Results 910-893-7525 ext 1
Questions about Inspections or Plans 910-893-7525 ext 3	Planning 910-893-7525 ext 4
Environmental Health 910-893-7547	NCDOT 910-486-1496

REQUIREMENTS FOR A SITE PLAN

When applying for a Land Use Permit, it is necessary to provide a site plan, or engineered scaled drawing, of the property you are building on. The plat must show the location of the proposed structures as well as driveways & walkways, steps, porches, patios, decks, pools, wells and existing structures along with the dimensions of each structure and the distance to the front, rear, and closest side property line as well as to the nearest building on the same lot. This identifies what you want to do with your property, as well as aids the Environmental Health Department in locating an appropriate location for your septic tank. Easements must be shown & if possible, septic systems, county & well water lines, and underground utilities. A Land Surveyor can help you or you may do it yourself to engineer scale, map and drawing must be to same scale. Please have original, faxes do not maintain scale.

Harnett County Setbacks - All measurements, except for closest building, are taken from property line.

Front	35 Feet	Rear	25 Feet	Side street/Corner lot	20 Feet
Side	10 Feet			Closest Building on same lot	6 Feet

NOTE: Private Deed Restrictions or Restrictive Covenants might require setbacks that exceed those above. The more restrictive requirements will govern. Consult your Deed.