



Harnett
COUNTY
 NORTH CAROLINA
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**HARNETT COUNTY
 CENTRAL PERMITTING**

HOW TO OBTAIN A BUILDING PERMIT

COMMERCIAL JOBS *INDUSTRIAL, CHURCHES, SCHOOLS, OFFICE AND CELL TOWERS*

How to start the process

In order to obtain a Commercial Building Permit in the Jurisdiction of Harnett County, the following steps are required where applicable and generally in the following order. Everything will be submitted through our office at 108 East Front Street in Lillington, NC.

STEP One (if not in town jurisdiction): COMMERCIAL LAND USE WITH SITE PLAN REVIEW.

Use Harnett County GIS to complete application. Applicant shall have the following:

- a. A recorded copy of the Deed* for the property, or offer to purchase.
- b. A Site Plan or Plat Map drawn to a scale meeting the requirements of site plan submittal checklist. Checklist available in Planning Section. (see notes on back)
- c. Property in Highway 87 Corridor Overlay District must complete Development Review Board application & include with initial submittal for review by DRB (additional \$60 site plan review fee)

NOTE: It is recommended that you meet with the Planning Department prior to submittal of site plan.

***This can be obtained at the Register of Deeds Office**
 Harnett County Courthouse
 U.S. 401 North
 (910) 893-7540

APPROXIMATELY 7 to 10 BUSINESS DAYS FOR SITE PLAN REVIEW
Land Use with Site Plan review fee of Minor \$100.00, Neighborhood \$250.00, Community \$400.00, Regional \$1,200.00 will be paid at initial application
5 copies of site plan required for Planning Dept.

A copy of the NC DOT driveway permit will need to be submitted and approved to the Planning Dept. before the site plan will be released from the Planning Dept.

For sites within the jurisdiction of the County's towns the following items must be presented prior to plan review: a zoning permit or approval letter, site plan for new buildings, and deed* or offer to purchase.

Numbers to Remember

Central Permitting 910-893-7525 ext 2	Planning 910-893-7525 ext 4
Inspections 910-893-7525 ext 3	Fire Marshall 910-893-7580
Environmental Health/Health & Sanitation 910-893-7547	NCDOT 910-486-1496

STEP Two:

Septic Tank Permits are applied for at the Central Permitting Department. Customer must complete the Environmental Checklist.

Fees paid upon planning site plan approval, before scheduling Environmental Health Inspection.

NEW SEPTIC TANK FEE \$750.00
EXISTING SEPTIC TANK FEE \$100.00
NEW WELL PERMIT \$250.00
REVISION FEE \$25 + \$40 Site plan revision fee

If site is on public Sewer, contact Steve Ward at Public Utilities for tap fees. (910) 893-7575

STEP Three (can be done at the same time as STEP Two):

7 to 10 day plan review period for all plans. Plans are required for the following departments:

Building – 2 set of plans w/ commercial building application (for Harnett County zoning, & Coats)

Fire Marshal – 2 sets of plans w/ plan review application

Health & Sanitation – 1 set of plans w/ required application (if applicable) **\$50 Commercial plan review fee paid when picking up permits**

Environmental Health – 1 set of plans (if applicable)

All plans are required to have a Building Code Summary and site plan.

\$100 Industrial plan review fee paid when picking up permits

For jobs less than \$90,000 or 2500 square feet the following are required:

- a. Footing / Foundation
- b. Floor Plan
- c. Elevations (exterior view)
- d. Roof framing / roof structural drawings
- e. Any steel beams or LVL wood beams
- f. 2nd floor framing plan
- g. Electrical, Plumbing & Mechanical Plans

For jobs more than \$90,000 or 2500 square feet the following are required:

- a. Complete set of working drawings, “sealed drawings,” from the State of N.C.
- b. All electrical, plumbing, & mechanical plans
- c. Sprinkler plan (if required)
- d. All structural plans **SEALED!**

Commercial permits are priced by job cost for each trade-building permit based on building cost only, electrical permit based on electrical cost only, as well as mechanical and plumbing, temporary electrical poles purchased separately. Refer to fee schedule for fees or see online permit estimator. Contact Central Permitting for questions related to permit price.

REQUIREMENTS FOR A SITE PLAN

The plat must show the location of the property lines, proposed structures, driveways, wells, parking, pools, floodplain, watershed, and existing structures along with the dimensions of each structure. This identifies what you want to do with your property, as well as aids Environmental Health in locating an appropriate location for your septic tank. Usually required to be prepared by a Land Surveyor (See Zoning Ordinance Article IV Section 21.3) but in some cases the site plan can be done by an individual to engineer scale meeting all site plan requirements, although it is recommended to be prepared by Professional Surveyor or Engineer. **NOTE:** **Private Deed Restrictions** or **Restrictive Covenants** might require setbacks that exceed those required by the Planning Dept. The more restrictive requirements will govern. Consult your Deed.