



Harnett
COUNTY
NORTH CAROLINA
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HARNETT COUNTY CENTRAL PERMITTING

HOW TO OBTAIN A PERMIT

POOL / STORAGE BUILDING / INTERIOR ALTERATIONS

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 to 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 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) – INTERIOR ALTERATIONS WILL NOT NEED A SITE PLAN UNLESS THERE WILL BE A BEDROOM.

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

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

*Septic Tank Inspections are applied for in Central Permitting.
Checklist must be completed and fee paid when submitting application.*
EXISTING SEPTIC FEE \$100.00
REVISION FEE \$25.00 + \$40.00 Site Plan Revision Fee

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. Detached Garage/Storage Buildings with liveable space **OR** over 400 square feet – Professional drawings req; all floor & roof truss shall include NC engineered sealed drawings from supplier
- b. Bonus Room/Interior Alterations – Professional drawings req; all floor & roof truss shall include NC engineered sealed drawings from supplier
- c. Deck around pool attached to home

\$25 plan review fee paid when picking up permits

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

To obtain a Residential Building Permit for bonus room, deck or storage building/detached garage 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.

Building permits are priced by square footage of the structure except bonus rooms that are based on cost conversion. **Pools** would only fill out the residential building application if a deck is to be built, otherwise the individual trade application should be completed by electrician to purchase electrical permit at this point. If deck is to be constructed it needs to be included on site plan.

\$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 plans or inspections 910-893-7525 ext 3
 Environmental Health 910-893-7547 Planning 910-893-7525 ext 4
 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, 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 evaluating 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	Sidestreet/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.

CENTRAL PERMITTING DEPARTMENT
 108 East Front Street, PO Box 65 Lillington, NC 27546
 Phone (910) 893-7525 - Fax (910) 893-2793 - www.harnett.org/permits