



Harnett
COUNTY
NORTH CAROLINA
strong roots • new growth

HARNETT COUNTY CENTRAL PERMITTING

HOW TO OBTAIN A SIGN PERMIT

COMMERCIAL SIGNS

How to start the process

In order to obtain a Sign Permit in the Jurisdiction of Harnett County, the following steps are required where applicable and generally in the following order. Everything to 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. 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 meeting site plan submittal requirements. Refer to the Harnett County Unified Development Ordinance Article VII, Section 10.0 for sign requirements. Must include rendering with square footage & total height as well as location from the Right-of-Way and intersection.

NOTE: If you have any questions about site plans please contact Planning Department prior to submittal of site plan.

***7 to 10 DAY PLAN REVIEW
BY PLANNING DEPARTMENT***

Land Use with Sign Site Plan review fee of \$50.00 will be paid at initial application for all non-exempt signs

**Contact Planning Department for Exempt Status*

3 copies of site plan required for Planning Dept.

Please note on site plan if electric requested; electric must be approved by Planning Department prior to purchasing permits.

For sites within a town's jurisdiction the following items must be presented to Central Permitting: a zoning permit or approval letter, site plan for sign (will not go through planning department), and deed or offer to purchase prior to plan review or permits.

Numbers to Remember

Central Permitting 910-893-7525 ext2
Inspections 910-893-7525 ext 3

Planning 910-893-7525 ext 4
Environmental Health 910-893-7547

STEP Two:

If digging footers for sign on property with septic tank, may need to obtain approval from Environmental Health. Checklist must be completed. After site plan is approved by planning, fee to be paid at Central Permitting and inspection to be scheduled by customer.

Septic Tank fee paid upon approval from Planning Department.

EXISTING SEPTIC TANK FEE \$100.00

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

2 Sets of plans sealed by a NC registered engineer are required to be submitted to Central Permitting for signs 10' or more in height and 100 sq ft or greater. Plans shall include wind load calculations and footing details for review by inspections department. All plans are required to have a site plan.

**\$50 Commercial plan review fee
paid when picking up permits**

After all required approvals are obtained, permits are purchased and fees paid at Central Permitting. A land use shall be purchased for free standing signs, a building sign permit purchased for billboards or signs over 10', an electrical permit purchased based on electrical job cost if approved by planning, and the planning sign permit printed at closing of application process.

The commercial building application is obtained from the Central Permitting office or website and must be filled out by contractors to purchase permits. Contact Central Permitting for questions related to permit price or see fee sheet available online.

REQUIREMENTS FOR A SITE PLAN

When applying for a **Land Use Permit**, it is necessary to provide a scaled site plan, or drawing, of the property you are building on. The plat must show the location of the property lines in question, proposed structures, driveways, 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 verifying setbacks. A Land Surveyor can help you with this, or you may do it yourself to engineer scale, map and drawing must be to same scale. Signs to be 10' from right-of- way not road per Planning. Refer to Harnett County Unified Development Ordinance Article III section 2.4 & 6.1 for further instruction.

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.

www.harnett.org/permits