



**Harnett**  
**C O U N T Y**

NORTH CAROLINA

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## HARNETT COUNTY CENTRAL PERMITTING

### HOW TO OBTAIN A PERMIT

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#### 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.

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

Harnett County Courthouse

U.S. 401 North

(910) 893-7540

*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



Initial Application Date: 09/03/24

Application # \_\_\_\_\_

CU# \_\_\_\_\_

COUNTY OF HARNETT RESIDENTIAL LAND USE APPLICATION

Central Permitting 420 McKinney Pkwy, Lillington, NC 27546 Phone: (910) 893-7525 ext:1 Fax: (910) 893-2793 www.harnett.org/permits

\*\*A RECORDED SURVEY MAP, RECORDED DEED (OR OFFER TO PURCHASE) & SITE PLAN ARE REQUIRED WHEN SUBMITTING A LAND USE APPLICATION\*\*

LANDOWNER: Mathew Atchley Mailing Address: 161 Golden Leaf Farms Rd.

City: Angier State: NC Zip: 27501 Contact No: (919) 930-4070 Email: mathew\_atchley33@yahoo.com

APPLICANT\*: Chelsea Alley - Tuff Shed, Inc. Mailing Address: 409B Airport Blvd.

City: Morrisville State: NC Zip: 27560 Contact No: (919) 890-8935 Email: 610\_Permits@tuffshed.com

\*Please fill out applicant information if different than landowner

ADDRESS: 161 Golden Leaf Farms Rd. Angier, NC 27501 PIN: 040693 0030 01

Zoning: RA-30 Flood: X Watershed: No Deed Book / Page: 4238/2825

Setbacks - Front: 35 Back: 5 Side: 5 Corner: 20

PROPOSED USE:

SFD: (Size \_\_\_\_ x \_\_\_\_ ) # Bedrooms: \_\_\_\_ # Baths: \_\_\_\_ Basement(w/wo bath): \_\_\_\_ Garage: \_\_\_\_ Deck: \_\_\_\_ Crawl Space: \_\_\_\_ Slab: \_\_\_\_ Slab: \_\_\_\_ Monolithic Slab: \_\_\_\_  
TOTAL HTD SQ FT \_\_\_\_\_ GARAGE SQ FT \_\_\_\_\_ (Is the bonus room finished? ( ) yes ( ) no w/ a closet? ( ) yes ( ) no (if yes add in with # bedrooms)

Modular: (Size \_\_\_\_ x \_\_\_\_ ) # Bedrooms \_\_\_\_ # Baths \_\_\_\_ Basement (w/wo bath) \_\_\_\_ Garage: \_\_\_\_ Site Built Deck: \_\_\_\_ On Frame \_\_\_\_ Off Frame \_\_\_\_  
TOTAL HTD SQ FT \_\_\_\_\_ (Is the second floor finished? ( ) yes ( ) no Any other site built additions? ( ) yes ( ) no

Manufactured Home: \_\_\_\_ SW \_\_\_\_ DW \_\_\_\_ TW (Size \_\_\_\_ x \_\_\_\_ ) # Bedrooms: \_\_\_\_ Garage: \_\_\_\_ (site built? \_\_\_\_ ) Deck: \_\_\_\_ (site built? \_\_\_\_ )

Duplex: (Size \_\_\_\_ x \_\_\_\_ ) No. Buildings: \_\_\_\_\_ No. Bedrooms Per Unit: \_\_\_\_\_ TOTAL HTD SQ FT \_\_\_\_\_

Home Occupation: # Rooms: \_\_\_\_\_ Use: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ #Employees: \_\_\_\_\_

Addition/Accessory/Other: (Size 10 x 18 ) Use: Storage Shed Closets in addition? ( ) yes ( X ) no  
TOTAL HTD SQ FT 0 GARAGE 0

Water Supply: X County \_\_\_\_\_ Existing Well \_\_\_\_\_ New Well (# of dwellings using well \_\_\_\_\_ ) \*Must have operable water before final (Need to Complete New Well Application at the same time as New Tank)

Sewage Supply: \_\_\_\_\_ New Septic Tank \_\_\_\_\_ Expansion \_\_\_\_\_ Relocation X Existing Septic Tank \_\_\_\_\_ County Sewer  
(Complete Environmental Health Checklist on other side of application if Septic)

Does owner of this tract of land, own land that contains a manufactured home within five hundred feet (500') of tract listed above? ( ) yes ( X ) no

Does the property contain any easements whether underground or overhead ( ) yes ( X ) no

Structures (existing or proposed): Single family dwellings: 1 X Manufactured Homes: \_\_\_\_\_ Other (specify): \_\_\_\_\_

If permits are granted I agree to conform to all ordinances and laws of the State of North Carolina regulating such work and the specifications of plans submitted. I hereby state that foregoing statements are accurate and correct to the best of my knowledge. Permit subject to revocation if false information is provided.

\_\_\_\_\_  
Signature of Owner or Owner's Agent Date 09/03/24

\*\*\*It is the owner/applicants responsibility to provide the county with any applicable information about the subject property, including but not limited to: boundary information, house location, underground or overhead easements, etc. The county or its employees are not responsible for any incorrect or missing information that is contained within these applications.\*\*\*

\*This application expires 6 months from the initial date if permits have not been issued\*\*

APPLICATION CONTINUES ON BACK

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**\*\*This application expires 6 months from the initial date if permits have not been issued\*\***

**\*This application to be filled out when applying for a septic system inspection.\***

**County Health Department Application for Improvement Permit and/or Authorization to Construct**

IF THE INFORMATION IN THIS APPLICATION IS FALSIFIED, CHANGED, OR THE SITE IS ALTERED, THEN THE IMPROVEMENT PERMIT OR AUTHORIZATION TO CONSTRUCT SHALL BECOME INVALID. The permit is valid for either 60 months or without expiration depending upon documentation submitted. (Complete site plan = 60 months; Complete plat = without expiration)

**Environmental Health New Septic System**

- **All property irons must be made visible.** Place "pink property flags" on each corner iron of lot. All property lines must be clearly flagged approximately every 50 feet between corners.
- Place "orange house corner flags" at each corner of the proposed structure. Also flag driveways, garages, decks, out buildings, swimming pools, etc. Place flags per site plan developed at/for Central Permitting.
- Place orange Environmental Health card in location that is easily viewed from road to assist in locating property.
- If property is thickly wooded, Environmental Health requires that you clean out the **undergrowth** to allow the soil evaluation to be performed. Inspectors should be able to walk freely around site. **Do not grade property.**
- **All lots to be addressed within 10 business days after confirmation. \$25.00 return trip fee may be incurred for failure to uncover outlet lid, mark house corners and property lines, etc. once lot confirmed ready.**

**Environmental Health Existing Tank Inspections**

- Follow above instructions for placing flags and card on property.
- Prepare for inspection by removing soil over **outlet end** of tank as diagram indicates, and lift lid straight up (*if possible*) and then **put lid back in place.** (Unless inspection is for a septic tank in a mobile home park)
- **DO NOT LEAVE LIDS OFF OF SEPTIC TANK**

**"MORE INFORMATION MAY BE REQUIRED TO COMPLETE ANY INSPECTION"**

**SEPTIC**

If applying for authorization to construct please indicate desired system type(s): can be ranked in order of preference, must choose one.

- Accepted       Innovative       Conventional       Any  
 Alternative       Other \_\_\_\_\_

The applicant shall notify the local health department upon submittal of this application if any of the following apply to the property in question. If the answer is "yes", applicant **MUST ATTACH SUPPORTING DOCUMENTATION**:

- YES     NO    Does the site contain any Jurisdictional Wetlands?
- YES     NO    Do you plan to have an irrigation system now or in the future?
- YES     NO    Does or will the building contain any drains? Please explain. \_\_\_\_\_
- YES     NO    Are there any existing wells, springs, waterlines or Wastewater Systems on this property?
- YES     NO    Is any wastewater going to be generated on the site other than domestic sewage?
- YES     NO    Is the site subject to approval by any other Public Agency?
- YES     NO    Are there any Easements or Right of Ways on this property?
- YES     NO    Does the site contain any existing water, cable, phone or underground electric lines?  
 If yes please call No Cuts at 800-632-4949 to locate the lines. This is a free service.

**I Have Read This Application And Certify That The Information Provided Herein Is True, Complete And Correct. Authorized County And State Officials Are Granted Right Of Entry To Conduct Necessary Inspections To Determine Compliance With Applicable Laws And Rules. I Understand That I Am Solely Responsible For The Proper Identification And Labeling Of All Property Lines And Corners And Making The Site Accessible So That A Complete Site Evaluation Can Be Performed.**



Application # \_\_\_\_\_

Harnett County Central Permitting  
PO Box 65 Lillington, NC 27546  
910-893-7525 Fax 910-893-2793 www.harnett.org/permits

\* Each section below to be filled out by whomever performing work. Must be owner/occupier or licensed contractor. Address, company name & phone must match information on license.

**Application for Residential Building and Trades Permit**

Owner's Name: Mathew Atchley Date: 09/03/24  
Site Address: 161 Golden Leaf Farms Rd. Angier, NC 27501 Phone: (919) 930-4070  
Subdivision: Tobacco Road Lot: 16  
Description of Proposed Work: Building a 10'x18' Storage Shed Total Job Cost: \$9832

**General Contractor Information**

Tuff Shed, Inc. (919) 466-0341  
Building Contractor's Company Name Telephone  
409B Airport Blvd. Morrisville, NC 27560 610\_Permits@tuffshed.com  
Address Email Address  
63616 HEATED SQ FT 0 GARAGE SQ FT 0  
License #

**Electrical Contractor Information**

Description of Work N/A Service Size: \_\_\_\_\_ Amps T-Pole: \_\_\_ Yes \_\_\_ No  
N/A  
Electrical Contractor's Company Name Telephone  
Address Email Address  
N/A  
License #

**Mechanical/HVAC Contractor Information**

Description of Work N/A  
N/A  
Mechanical Contractor's Company Name Telephone  
Address Email Address  
N/A  
License #

**Plumbing Contractor Information**

Description of Work N/A # Baths \_\_\_\_\_  
N/A  
Plumbing Contractor's Company Name Telephone  
Address Email Address  
N/A  
License #

**Insulation Contractor Information**

N/A  
Insulation Contractor's Company Name & Address Telephone

**\*NOTE: General Contractor / owner must fill out and sign the second page of this application.**



I hereby certify that I have the authority to make necessary application, that the application is correct and that the construction will conform to the regulations in the Building, Electrical, Plumbing and Mechanical codes, and the Harnett County Zoning Ordinance. I state the information on the above contractors is correct as known to me and that **by signing below I have obtained all subcontractors permission to obtain these permits** and if **any** changes occur including listed contractors, site plan, number of bedrooms, building and trade plans, Environmental Health permit changes or proposed use changes, I certify it is my responsibility to notify the Harnett County Central Permitting Department of any and all changes.

**EXPIRED PERMIT FEES** - 6 Months to 2 years permit re-issue fee is \$150.00. After 2 years re-issue fee is as per current fee schedule.

\_\_\_\_\_  
Signature of Owner/Contractor/Officer(s) of Corporation

09/03/24  
\_\_\_\_\_  
Date

**Affidavit for Worker's Compensation N.C.G.S. 87-14**

The undersigned applicant being the:

\_\_\_\_\_ General Contractor    \_\_\_\_\_ Owner     Officer/Agent of the Contractor or Owner

Do hereby confirm under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:

Has three (3) or more employees and has obtained workers' compensation insurance to cover them.

Has one (1) or more subcontractors(s) and has obtained workers' compensation insurance to cover them.

Has one (1) or more subcontractors(s) who has their own policy of workers' compensation insurance covering themselves.

\_\_\_\_\_ Has no more than two (2) employees and no subcontractors.

While working on the project for which this permit is sought it is understood that the Central Permitting Department issuing the permit may require certificates of coverage of worker's compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

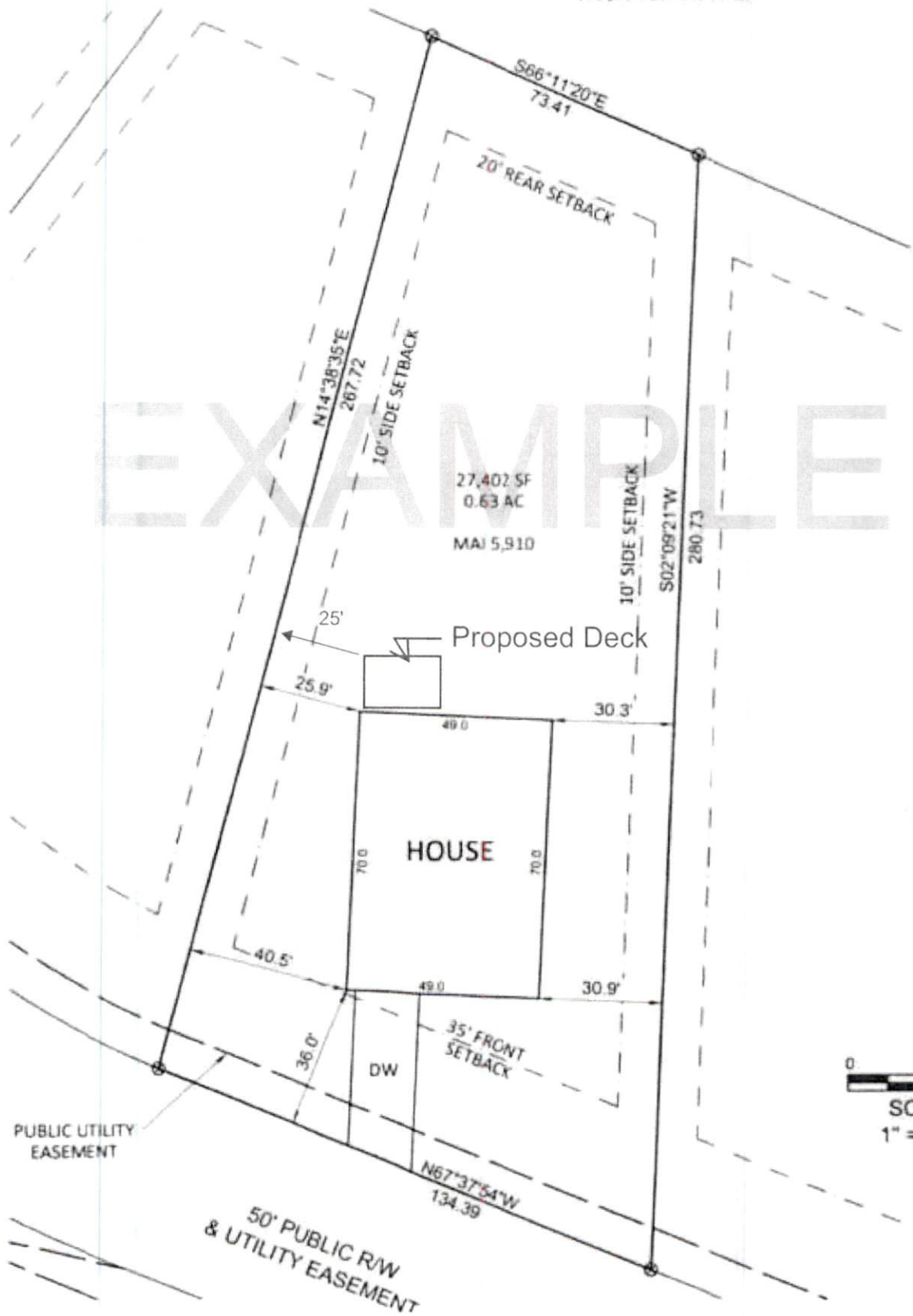
Sign w/Title: \_\_\_\_\_ Permit Technician \_\_\_\_\_ Date: 09/03/24

**BUILDING SETBACKS**

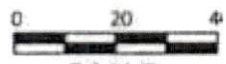
- FRONT - 35'
- REAR - 20'
- SIDE - 10'
- SIDE CORNER - 20'
- MAX HEIGHT 35'

MAX. IMPERVIOUS PER LOT: 5,910 SF

Open Space  
155,984 sf / 3.581 ac



EXAMPLE



SCALE:  
1" = 40 ft.