



**Harnett**  
**COUNTY**  
NORTH CAROLINA

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## HARNETT COUNTY CENTRAL PERMITTING

### HOW TO OBTAIN A BUILDING PERMIT

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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.

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 or Erwin will then go on to follow **STEP TWO** and **STEP THREE**. Residents in Angier, Dunn 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' information, including license number & address on license.
- b. Bring a copy of Workman's Compensation Insurance form or sign the Affidavit of Workman's Compensation.
- c. Modulares 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 1	Inspection Results 910-893-7525 ext 1
Questions about Inspections or Plans 910-893-7525 ext 1	Planning 910-893-7525 ext 2
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.

### **CENTRAL PERMITTING DEPARTMENT**

420 McKinney Pwky, PO Box 65 Lillington, NC 27546  
Phone (910) 893-7525 - Fax (910) 893-2793 - [www.harnett.org/permits](http://www.harnett.org/permits)





Initial Application Date: \_\_\_\_\_

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: Kim R. Fowler Mailing Address: PO Box 115

City: Buies Creek State: NC Zip: 27506 Contact No: \_\_\_\_\_ Email: kfowler@campbell.edu

APPLICANT\*: same Mailing Address: same

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

\*Please fill out applicant information if different than landowner

ADDRESS: River Bluff Drive North, Dunn, NC 28334 PIN: 0592-27-8152.000

Zoning: Residential Flood: 500 yr Watershed: ? Deed Book / Page: 4193/2465

Setbacks – Front: \_\_\_\_\_ Back: \_\_\_\_\_ Side: \_\_\_\_\_ Corner: \_\_\_\_\_

**PROPOSED USE:**

☐ SFD: (Size 20X50) # Bedrooms: \_\_\_\_\_ # Baths: \_\_\_\_\_ Basement(w/wo bath): \_\_\_\_\_ Garage: \_\_\_\_\_ Deck: \_\_\_\_\_ Crawl Space: \_\_\_\_\_ Slab: X Slab: \_\_\_\_\_  
TOTAL HTD SQ FT 1000 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 \_\_\_\_\_x\_\_\_\_\_) Use: \_\_\_\_\_ Closets in addition? ( ) yes ( ) no

TOTAL HTD SQ FT \_\_\_\_\_ GARAGE \_\_\_\_\_

Water Supply: \_\_\_\_\_ County \_\_\_\_\_ Existing Well x New Well (# of dwellings using well 1) \*Must have operable water before final  
(Need to Complete New Well Application at the same time as New Tank)

Sewage Supply: x New Septic Tank \_\_\_\_\_ Expansion \_\_\_\_\_ Relocation \_\_\_\_\_ 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 ( ) no

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

Structures (existing or proposed): Single family dwellings: \_\_\_\_\_ 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]  
Signature of Owner or Owner's Agent

10/22/24  
Date

\*\*\*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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Text

**\*\*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    { **x** } NO    Does the site contain any Jurisdictional Wetlands?
- { } YES    { **x** } NO    Do you plan to have an irrigation system now or in the future?
- { } YES    { **x** } NO    Does or will the building contain any drains? Please explain. \_\_\_\_\_
- { } YES    { **x** } NO    Are there any existing wells, springs, waterlines or Wastewater Systems on this property?
- { } YES    { **x** } NO    Is any wastewater going to be generated on the site other than domestic sewage?
- { } YES    { **x** } NO    Is the site subject to approval by any other Public Agency?
- { } YES    { **x** } NO    Are there any Easements or Right of Ways on this property?
- { } YES    { **x** } 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: Kim R. Fowler Date: 10/21/24Site Address: River Bluff Drive North, Dunn, NC Phone: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_

Description of Proposed Work: Build new home Total Job Cost: 700,000**General Contractor Information**

Outpost Design Build, LLC 910-530-0307  
Building Contractor's Company Name Telephone  
1922 Chestnut St, Wilmington, NC 28405  
Address Email Address

86820 HEATED SQ FT 1608 GARAGE SQ FT  
License #

**Electrical Contractor Information**Description of Work all electrical work for new home Service Size: \_\_\_\_\_ Amps T-Pole: Yes No

Brian Johnson Electric CO. 910-892-9220  
Electrical Contractor's Company Name Telephone  
2490 Hobson Rd. Dunn, NC 28334  
Address Email Address  
L.103824  
License #

**Mechanical/HVAC Contractor Information**Description of Work installation of mini-split units

Beasley's HVAC 919-894-4248  
Mechanical Contractor's Company Name Telephone  
beasleyshvac@aol.com  
Address Email Address  
9497  
License #

**Plumbing Contractor Information**Description of Work all plumbing work for new home # Baths: \_\_\_\_\_

Gary Willis Plumbing  
Plumbing Contractor's Company Name Telephone  
hayleyh@gwplumbinginc.com  
Address Email Address  
18659  
License #

**Insulation Contractor Information**

Cohen's Insulation 843-761-3475  
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

10/21/24

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:

President, Outpost Design Build, LLC

Date:

10/25/24