



# CITY OF SANFORD

## REVIEW AND PERMITTING PROCESS

### Residential Single-Family Dwellings – New Construction

*This review and permitting process overview is intended to serve as a guide for citizens seeking to obtain building permits for the construction of a new single-family dwelling. The steps below are a brief overview of the process by which a property owner or licensed contractor can obtain a building permit.*

### **STEP 1 – ZONING & DESIGN REVIEW**

Please complete a **Zoning Clearance Permit Application** and submit it to Zoning & Design Review staff with a detailed site plan of your project for review.

The site plan should include:

- The location of the proposed structure to be built.
- The distance of the proposed structure from the front, rear, and side property lines.
- For new construction, the location of the proposed driveway.

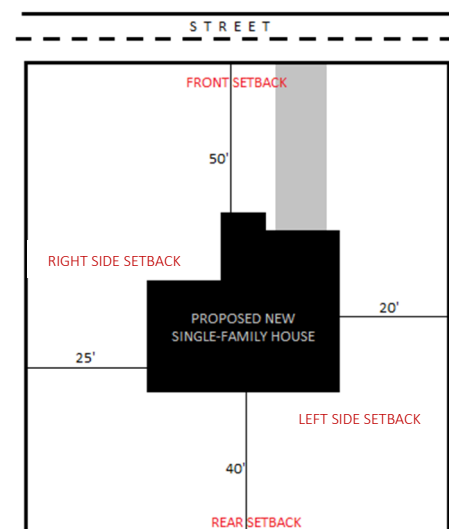
Zoning & Design Review staff can be contacted at 919-718-4656 or [zoning@sanfordnc.net](mailto:zoning@sanfordnc.net).

**Addresses** for new home construction will be assigned by Planning staff and finalized by the time a building permit is issued for your project.

Additional information can be found online at:

[www.sanfordnc.net/279/Zoning-Design-Review](http://www.sanfordnc.net/279/Zoning-Design-Review)

### **SITE PLAN EXAMPLE**



### **STEP 2 – LEE COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH REVIEW**

**If your property is served by public sewer, you can skip this step and proceed to STEP 3**

Contact the Lee County Environmental Health Department regarding the permitting and approval process to ensure that your proposed project can be accommodated by a proposed or existing on-site private septic system. For more information on what Environmental Health permits may be required for your project, please contact Lee County Environmental Health at 919-718-4641 or [envhealth@leecountync.gov](mailto:envhealth@leecountync.gov).

Additional information can be found online at:

[www.leecountync.gov/departments/public\\_health/environmental\\_health.php](http://www.leecountync.gov/departments/public_health/environmental_health.php)



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#### **STEP 3 – SANFORD / LEE COUNTY BUILDING INSPECTIONS REVIEW**

Contact the Building Inspections Department to begin the building permit application process.

You will need to provide an approved **Zoning Clearance Permit Application** and, if applicable, approvals from Lee County Environmental Health with your building permit submittal.

For more information about building permit submittal requirements, fees, and timelines for your project, contact Building Inspections staff at 919-718-4654.

Additional information can be found online at: [www.sanfordnc.net/210/Inspections-Division](http://www.sanfordnc.net/210/Inspections-Division)