



CITY OF SANFORD REVIEW AND PERMITTING PROCESS Residential Single-Family Dwellings – Additions

This review and permitting process overview is intended to serve as a guide for citizens seeking to obtain building permits for the expansion of an existing residential single-family dwelling. This includes additional conditioned space, but also decks, sun rooms, and other additions. 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:

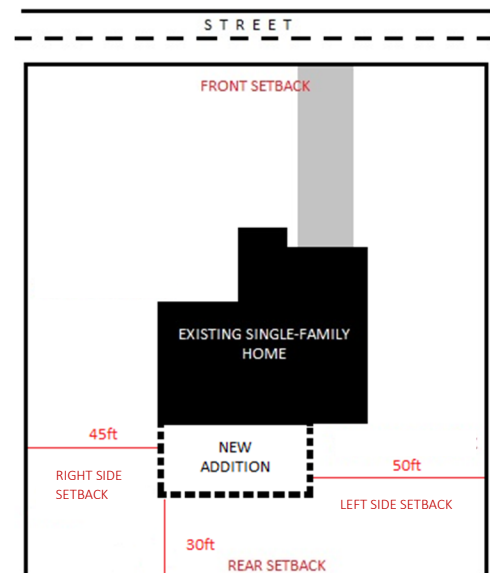
- The location of the existing structure to be expanded.
- The distance of the proposed structure from the front, rear, and side property lines.
- The dimensions of the proposed addition/expansion of the structure.

Zoning & Design Review staff can be contacted at 919-718-4656 or zoning@sanfordnc.net.

Additional information can be found online at:

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

Please 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.

Additional information can be found online at:

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