



# CITY OF SANFORD

## REVIEW AND PERMITTING PROCESS

### Residential Accessory Buildings – 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 accessory building (a shed, storage building, barn, etc.) on property already developed with a single-family dwelling (referred to as the **principal building**). 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 an **Accessory Building Certification Application** and submit them 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.
- The dimensions of the accessory building, including the height.

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

Additional information can be found online at:

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

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

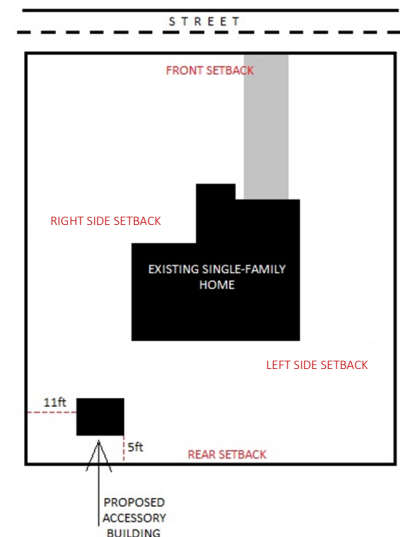
If your property is served by **public sewer**, you can skip this step and proceed to **STEP 3**

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, 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)

### **SITE PLAN EXAMPLE**





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

Please 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, please 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)