



# CITY OF SANFORD

## REVIEW AND PERMITTING PROCESS

### Swimming Pool Permit Application

This review and permitting process overview is intended to serve as a guide for citizens seeking to obtain permits for the construction of a new swimming pool (either above-ground or in-ground). 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 **Pool Permit Application** and submit it to Zoning & Design Review staff with a detailed site plan of your project for review.

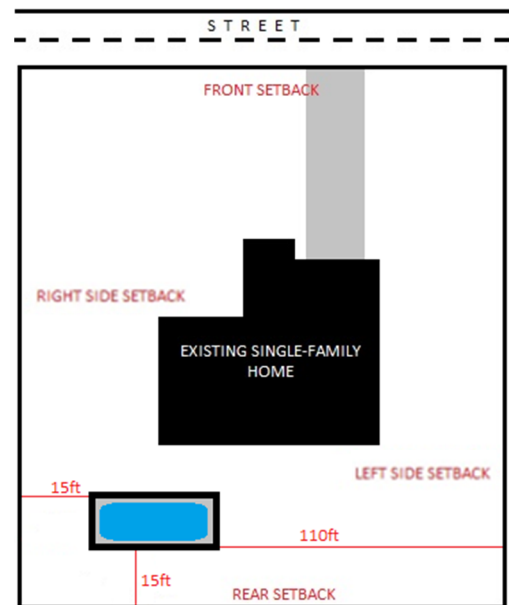
### **SITE PLAN EXAMPLE**

The site plan should include:

- The location of the location of the existing home.
- The location of the proposed pool to be installed.
- The distance of the proposed pool from the front, rear, and side property lines.
- The location of the existing septic system (if one is existing).

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: <https://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 THREE**

Please contact the Lee County Environmental Health Department regarding the permitting and approval process to ensure that your proposed swimming pool does not adversely impact any existing on-site septic wastewater 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:

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



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

Please contact the Building Inspections Department to begin the 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: <https://www.sanfordnc.net/210/Inspections-Division>