



REVIEW AND PERMITTING PROCESSES

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 – Packet Submittal (Zoning, Inspections, & Environmental Health Review)

The permitting process has been consolidated to allow for **concurrent reviews** of building plans, site plans and, if needed, the proposed septic system. Please complete a [Residential Project Application Packet](#) and include the following with your packet submittal:

- A **site plan**, which must include:
 - The location of the proposed structure
 - The distance(s) between the proposed structure and the front, rear, and side property lines
 - The location of the existing or proposed driveway
- A set of **building plans**
- **Septic system information** and layout/site plan (*if a private septic system is being utilized*)

Zoning & Design Review staff can be contacted at 919-718-4656 or zoning@sanfordnc.net and more information can be found on the [Planning & Zoning webpage](#).

You can submit your application packet and site plan online through our [CSS Self-Service Portal](#).

Step 2 – Building Permit Issued *or* Resubmittal Notice Sent

With Step 1 completed successfully, you will receive either an approval of building permits to proceed with the project **or** notification of additional information required to process your application. You can check the status of your application(s) by using the [CSS Self-Service Portal](#).

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

For further information on Septic Permits, please contact [Lee County Environmental Health](#) at 919-718-4641.

Additional information can be found online at: www.sanfordnc.net/inspections.

