



# REVIEW AND PERMITTING PROCESSES

## Commercial, Industrial, and Multi-Family Projects

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*This review and permitting process overview is intended to provide general guidance for the process by which new commercial, industrial, and multi-family development is reviewed and permitted. This guide does not include rezoning or annexation processes.*

### **Step 1 – Pre-Application Conference** (optional)

- This is an opportunity for developers and applicants to meet with Zoning & Design Review staff to discuss review processes, annexation and rezoning requirements, and other details of the proposal.
- This step can be waived at the developer's request but is always recommended for design professionals new to the Sanford/Lee County area.

### **Step 2 – TRC (Technical Review Committee) Conceptual Review** (optional)

- TRC concept review is optional for most projects but provides an opportunity for preliminary feedback on a complex or unique project.
- There is no fee for a conceptual TRC review.
- The conceptual site plan should require basic submittal criteria as detailed in the [Concept Review Checklist](#).
- TRC applications are typically due on the 1<sup>st</sup> business day of each month.
- **Applications and site plans can be submitted via email to [trc@sanfordnc.net](mailto:trc@sanfordnc.net).**
- The TRC *typically* meets on the last Thursday of each month.
  - Comments from the TRC review are provided to the applicant within two weeks of the meeting.
- With concept plan review comments, applicants have the option to resubmit but are encouraged to incorporate conceptual review comments into a civil plan set as part of a full TRC submittal (Step 3).

### **Step 3 – TRC (Technical Review Committee) Review**

- The site plan submitted for TRC review should include the basic submittal criteria detailed in the [Technical Review Checklist](#).
- TRC applications are typically due on the 1<sup>st</sup> business day of each month.
- The TRC typically meets on the last Thursday of each month.
- **Applications and site plans can be submitted via email to [trc@sanfordnc.net](mailto:trc@sanfordnc.net).**
  - Once the TRC application is received, you will be invoiced for the appropriate TRC fee, which can then be paid online our [CSS Self-Service Portal](#) (you will need to make an account using your name, phone number, and email address).
- Comments from the TRC review are provided to the applicant within two weeks of the meeting.
- Applicants shall incorporate review comments into their site plan revisions and resubmit the updated site plan back to Zoning & Design Review staff with a **comment-by-comment** response letter.
  - There is no deadline for resubmittals. Revised site plans can be resubmitted at any time. However, they will be distributed to TRC members on the **15<sup>th</sup>** and **30<sup>th</sup>** of each month (or closest business day).
  - Resubmittal review typically takes two to three weeks.
  - If approved, a written notice of approval will be provided to the applicant, with further guidance for the project's next steps.

### **Step 4 – Permit Application Packet Submittal (Zoning, Inspections, & Environmental Health Review)**

Concurrent review of site plan and building plans is required.

- A complete submittal will include:



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- A completed [Commercial Project Application Packet](#)
- A TRC-approved **site plan**
- A complete set of **building plans**
- A site plan illustrating the **proposed or existing septic system** (*if no connection to public sewer is intended/required and a private septic system is being utilized*)
- Written TRC approval
- **NCDOT Driveway Permit** approvals and/or NCDOT Encroachment Agreements (*if required*)
- **NCDEQ Sedimentation & Erosion Control Permit** approvals (*if required*)
- **You must submit required documents through our [CSS Self-Service Portal](#).**  
You'll then be able to track the progress of your application, pay any fees, and upload any additional documents.
- The [Zoning & Design Review](#) staff can be reached at 919-718-4656 or [zoning@sanfordnc.net](mailto:zoning@sanfordnc.net).

### Step 5 – Building Permit Issued or Resubmittal Notice Sent

- 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.

### Step 6 – Engineering Division Review of Construction Drawings

- Submit final **construction drawings** to the Sanford Public Works Department, if required.
- Construction drawing intake is available every Monday.
- The Engineering Division of the Public Works Department can be contacted at 919-777-1118 and further information can be found on the [Public Works Department's webpage](#).

### Step 7 – Completion of Construction and Required Site Improvements

- Contact Building Inspections Division staff to request site inspections for each step of the building inspections process to ensure code compliance.
- Upon completion of construction and site improvements, contact Zoning & Design Review staff to request a site inspection.
  - The site must be clear of all construction equipment, portable lavatories, debris, etc.
  - Site improvements that must be completed before calling for a site inspection include:
    - paving and striping/marketing of parking spaces and access driveways
    - landscaping installation (buffer yards, street yards, parking lot plantings)
    - any other required site features
  - all site details will be inspected and compared against the approved site plan
- **The issuance of the Certificate of Occupancy is contingent upon the approval of Building Inspections, Fire Department, and Zoning & Design Review staff.**