



# REVIEW AND PERMITTING PROCESSES

## Residential Single-Family Dwellings – Interior Renovations

*This review and permitting process overview is intended to serve as a guide for citizens seeking to obtain building permits for the interior renovation of an existing single-family dwelling (site-built, manufactured, and modular homes). 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 & Inspections Review (Central Intake)

The permitting process has been consolidated to allow for **concurrent reviews** of building and site plans. Please complete a [Residential Project Application Packet](#) and include the following:

- A site plan (if needed)
- A set of building plans

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

**SITE PLAN EXAMPLE**



### Step 2 – Lee County Environmental Health Review

**If your home will be served by a private on-site septic system**, you must submit a septic permit application to the Lee County Environmental Health Department **within three days of submitting your packet for Step 1** to begin the permitting and review process to ensure that your proposed project can be accommodated by a proposed or existing on-site private septic system. **If your home will be served by public sewer, you can skip this step.**

Additional information and applications can be found at: [www.leecountync.gov](http://www.leecountync.gov).

Lee County Environmental Health staff can be contacted at 919-718-4641 or [envhealth@leecountync.gov](mailto:envhealth@leecountync.gov).

### Step 3 – Building Permit Issued or Resubmittal Notice Sent

With Steps 1 and 2 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.

Additional information can be found online at: [www.sanfordnc.net/inspections](http://www.sanfordnc.net/inspections).