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## HARNETT COUNTY CENTRAL PERMITTING

### COMMERCIAL DEVELOPMENT GUIDE

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INDUSTRIAL/ CHURCHES/ SCHOOLS/ OFFICES/ ETC.

**STEP ONE:** Apply for a Pre-Development Meeting (at no charge) to obtain project-specific information from each department.

- Complete a Pre-Development Info Sheet with specifics of the proposed project.
- Draw a detailed preliminary Site Plan, using Harnett County's GIS, or provide a Surveyed Site Plan.
  - Quick Access Link: <https://gis.harnett.org/gisviewer/>
- Once the application has been processed, a technician will send a virtual meeting invitation via Microsoft Teams.

**STEP TWO (if not in a Town):** Submit a formal Site Plan to the Development Review Board in the Planning Services Office.

- The Site Plan must be drawn to scale or completed by a surveyor, showing finalized details.
  - **4 physical paper copies & 1 digital copy of the Site Plan are required for review.**
- Complete a Development Review Board Application.
- Submit a Soil Report, if applicable.

*Fees must be paid upon the initial submission of the Site Plan to begin review.*

*The current Fee Schedule can be accessed at the following link: <https://www.harnett.org/planning/?btid=2&bid=1488>*

*Site Plan Review takes approximately 7 to 10 business days.*

**STEP THREE:** Submit a Commercial Land Use Application with the Approved Site Plan to the Central Permitting Office.

- Quick Access Link: <https://gis.harnett.org/gisviewer/>
- If GIS does not reflect a matching Owner, an updated Deed or Offer to Purchase will be required.
- If the Zoning Jurisdiction populates as Coats or Erwin, a Zoning Permit will need to be obtained from the respective Town Office **before** any forms can be submitted.
- Properties located in Angier, Dunn, or Lillington's Zoning Jurisdiction will obtain their building permits from their respective Towns, but they will go through Harnett County for their Environmental Health, Health and Sanitation, & Fire Marshal Review. However, a notification of acknowledgment (Zoning Permit, Email, or Letter) from their Town Office will be required **before** any forms can be submitted.

**STEP FOUR:** Complete Environmental Health and/or Harnett Regional Water Applications for review.

- For properties on county water and/or sewer, a separate review process is required directly through Harnett Regional Water; this review will take place concurrently with Step Two. Contact HRW for tap fees at 910-893-7575.
- For properties on septic sewage systems, complete the Septic Check List and submit a thorough site plan to help aid the Environmental Health Department in locating an appropriate location for the septic tank.

*Septic Permits & Well Permits are obtained at the Central Permitting Department.*

*Site Plan Approval must be granted and the septic fee must be paid before Environmental Health's review.*

**NEW SEPTIC TANK FEE \$750.00 | EXISTING SEPTIC FEE \$100.00**

**NEW WELL PERMIT FEE \$250.00**

**REVISIONS WILL INCURE FEES**

*(Improvement Permit is valid for 5 years from issue date, or 6 months if tank is installed)*

**STEP FIVE** (*can be concurrent with step four*): Submit Building Plans for review.

- All plans are required to have a Building Code Summary & will be reviewed by the following departments:
  - Building
  - Fire Marshal
  - Health & Sanitation (if applicable)
- **For jobs less than \$300,000 or 3,000 square feet, the following are required:**
  - Footing/ Foundation
  - Floor Plan
  - Elevations (Exterior View)
  - Roof Framing/ Roof Structural Drawings
  - Any Steel Beams or LVL Wood Beams
  - 2<sup>nd</sup> Floor Framing Plan
  - Electrical, Plumbing, and Mechanical Plans
- **For jobs more than \$300,000 or 3,000 square feet, the following are required:**
  - Complete Set of Working Drawings that are Signed/Sealed/Dated by NCPE
  - Electrical, Plumbing, and Mechanical Plans that are Signed/Sealed/Dated by NCPE
  - Sprinkler Plan (if required)

*Plan Review takes approximately 7 to 10 business days.*

*Fees to be paid when permits are issued:*

**COMMERCIAL PLAN REVIEW FEE \$50.00**

**INDUSTRIAL PLAN REVIEW FEE \$100.00**

**STEP SIX:** Complete a Commercial Building Application to include a full list of contractor information.

- Sign the Affidavit of Workman's Compensation or provide a copy of Workman's Compensation Insurance.
- Commercial building fees are priced by job cost for each separate permit; job cost needs to be itemized (building cost should cover the cost of the building only and exclude the cost of the trades). Temporary electrical poles are purchased separately.

**STEP SEVEN:** Register for a Lien Agent & submit Appointment of Lien Agent Documentation.

- Quick Access Link: <https://www.liensnc.com/file-an-appointment.html>
- Required for jobs valued at \$40,000 or greater, excluding public parks, schools, and utilities.

## **FAQs**

**What are the standard Commercial Zoning Setbacks in Harnett County?**

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|---------|---------|----------|--|
| ○ Front | 35 Feet | ○ Side   | 25 Feet ( <i>if adjacent to residentially zoned property</i> ) |
| ○ Rear  | 25 Feet | ○ Corner | 20 Feet  |

*\*Note: Private Deed Restrictions or Restrictive Covenants might require setbacks that exceed those above—the more restrictive requirements will govern the setbacks.*

**Contacts to Remember:**

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| ○ Central Permitting (Permitting, Inspections, Plan Review)         | <a href="mailto:centralpermitting@harnett.org">centralpermitting@harnett.org</a>   910-893-7525 ext 1 |
| ○ Michelle Myatt   Commercial Project Coordinator                   | <a href="mailto:mmyatt@harnett.org">mmyatt@harnett.org</a>   910-814-6421                             |
| ○ Planning (Zoning Inquiries, Board of Adjustments, Recombinations) | 910-893-7525 ext 2  |
| ○ Theresa Jones   Planning Technician                               | <a href="mailto:tjones@harnett.org">tjones@harnett.org</a>   910-814-6432                             |
| ○ Environmental Health/Health & Sanitation                          | 910-893-7547  |
| ○ NCDOT   | 910-893-4020 local   910-364-0601 regional  |
| ○ Fire Marshal  | 910-893-7580  |