

Inspection Procedures Single Family Residential:

1. Footings (including deck footings)
2. Temporary power (T-Pole)
3. Foundation (parging should also be done, do not back fill)
4. Water Proofing (if required)
5. Floor System
6. Sheathing inspection; prior to installing any house wrap (all exterior windows should be installed at this time)
7. Rough-Ins (Plumbing, Electrical, Mechanical)
8. Framing (fire stopping should also be installed at this time)
9. Insulation (shingles and siding should be installed)
10. Water/Sewer
11. Finals (plumbing, mechanical, electrical)
12. Building Final
13. Ground Work as applicable

Certificate of Occupancy (C/O):

- No persons may occupy any dwelling until a C/O has been issued by the Town of Lillington
- C/O's will be issued after all inspections have been completed and file has been reviewed.
- For commercial projects, C/O will not be issued until Harnett County Fire Marshal's Office has inspected and approved the building.
- All C/O's can be picked up at the Town of Lillington.
- All re-inspection fees must be paid prior to issuing C/O.



Town of Lillington

Lillington Town Hall
106 West Front Street
P.O. Box 296
Lillington, NC 27546
Phone: 910-893-2654
Fax: 910-893-3693
E-mail: tothompson@embarqmail.com

Town of Lillington

BUILDING PERMIT STEPS

Please try to schedule an appointment by calling ahead of time.



Tel: (910) 893 – 2654

Apply for a Zoning Permit & Watershed Permit

Planning Department
Lillington Town Hall
106 West Front Street,
Lillington, NC 27546
Phone: (910) 893 - 2654
Fax: (910) 893 - 3693

Harnett Co. 911 Addressing
Phone: (910) 814-2038
Fax: (910) 814-8251

- Bring a site plan showing where the driveway entrance, any existing, and new structure is located in relation to the lot
- The Town will inform you of your Parcel Identification Number (PIN)
- The Town will issue you a 911 Address through Harnett County E-911 Addressing
- Review Time: Residential – 1 day, Commercial – 1 to 3 days

Water & Sewer Availability

Public Utilities Department Phone: (910) 893-3607

If applicable, confirm that water and sewer is available or Building Permit will not be issued.

Apply for Fire Inspection (commercial projects only)

Central Permitting Office
P.O. Box 65 (mail)
108 East Front Street (physical)
Lillington, NC 27546
Phone: (910) 893 - 7525
Fax: (910) 893 - 2793

Fire Marshal's Office
Phone: (910) 893 - 7580
Fax: (910) 893 - 5025

Submit the following items to the Central Permitting Office:

- Plan Review Application
- Two (2) sets of building plans

- Approved Zoning Permit
- Soil Erosion Control Plan approval if 1 acre or more of land will be disturbed
- Stormwater Control Plan if a high density watershed option is chosen

Within 7–10 days pick up Fire Marshal Cover Letter from Central Permitting and then call the Fire Marshal's Office to schedule for a final inspection. **Note**— The Building Permit will not be issued until the Fire Marshal confirms Fire Inspection approval with the Town of Lillington.

Apply for a Building Permit

Building Inspections
Lillington Town Hall
106 West Front Street,
Lillington, NC 27546
Phone: (910) 893 - 2654
Fax: (910) 893 - 3693

Building Inspectors:
Clyde Stephenson (919) 524-2617
Ricky Parson (919) 524-5142
Mike Ritter (919) 291-5780



Submit the following items when you apply for a Building Permit:

- Approved Zoning Permit & Watershed Permit
- Two (2) sets of building plans, (3 sets for commercial) with current engineer seal, and any other supporting data.
- Soil Erosion Control Plan (if applicable)
- Stormwater Control Plan (if applicable)
- Application for Construction (Will not accept application missing any information).
- Review Time: Residential - 2 to 3 days for plan review. Commercial - Allow one to two weeks.

Request an Inspection

- The Inspections Card and approved stamped set of plans must be located conspicuously on the construction site at time of inspection and remain posted until project completion.
- Inspections must be scheduled by 4pm the day prior to inspection with the permit & lot number and type of inspection.
- When scheduling be sure the inspection is ready at the time of request.
- All inspections will be conducted in the AM unless otherwise noted on the request.
- Any technical questions need to be forwarded to the appropriate Inspector.
- Provide safe entry into building.
- All handrails and guardrails must be provided on stairs and balconies during rough-ins for two story buildings.
- If truss or TJI's are used the documents must be on site at time of inspection and all documents must have engineer seal.
- Need to have port-a-john on site by foundation inspection.
- Foundation surveys must be submitted to Lillington prior to scheduling floor system inspection. (In the case of slab construction, the foundation survey must be submitted prior to any rough-in inspections.)
- Need to have water on for final plumbing inspection.
- Any engineer letters required must be on site at inspection.
- All fire stopping must be installed on Rough-ins.