



**All City of Dunn Fire plan reviews are processed by Harnett County.  
Please follow the Harnett County Instructions contained in this packet.**

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## HARNETT COUNTY CENTRAL PERMITTING

### ETJ SUBMITTAL GUIDE

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#### FIRE MARSHAL PLAN REVIEW

**STEP ONE:** Complete the Commercial Land Use Application (at no charge), using Harnett County's GIS.

- 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 notification of acknowledgment (Zoning Permit, Email, or Letter) will be required from the respective Town **before** any forms can be submitted to Harnett County.
- 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 Fire Marshal Review. However, a notification of acknowledgment (Zoning Permit, Email, or Letter) from the Town will be required **before** any forms can be submitted to Harnett County.

**STEP TWO:** Complete the Fire Marshal Application for Plan Review & submit Building Plans with specifications to demonstrate code compliance.

- Plan review takes approximately 7-10 business days.

**STEP THREE:** Create Public User Login on the eTrakit permitting portal.

- Quick Access Link: <https://permits.harnett.org/eTRAKiT/PublicUserAccount.aspx?action=npa&rd=~/-/dashboard.aspx>
- Once applications are processed by Central Permitting, use your permit numbers to build your portal dashboard; click "Link to Permits."
- Make payments, follow the status of applications, upload requested documents, and check inspection notes on the portal.
- Note: eTrakit does not notify staff of online payments, so customers must notify staff of payments to have the permit issued.

**Questions regarding this process, please contact Harnett County Central Permitting number below.**

#### Contact Information to Remember:

- Central Permitting (eTrakit, Review Status, Payments)
  - Donna Johnson | Commercial Project Coordinator
- Fire Marshal

[centralpermitting@harnett.org](mailto:centralpermitting@harnett.org) | 910-893-7525 ext 1

[djohnson@harnett.org](mailto:djohnson@harnett.org) | 910-814-6431

910-893-7580



**Harnett**  
**COUNTY**  
NORTH CAROLINA



Emergency Services Department

[www.harnett.org](http://www.harnett.org)

## Fire Marshal Division

P.O. Box 370  
Lillington, NC 27546  
910-893-7580

# Application for Plan Review

Permit Type: \_\_\_\_\_

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Physical Address of Project: \_\_\_\_\_

Plans Submitted By: \_\_\_\_\_

Project Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Contact Person/Address: \_\_\_\_\_

Contact Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Contractor's Name/Info: \_\_\_\_\_

Contractor's Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Contact Email: \_\_\_\_\_

- Plans that are submitted will be reviewed as quickly as possible with an average time of review between 7-10 working days.



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## HARNETT COUNTY CENTRAL PERMITTING

### ETJ SUBMITTAL GUIDE

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#### ENVIRONMENTAL HEALTH PLAN REVIEW

**STEP ONE:** Complete a Land Use Application (at no charge), using Harnett County's GIS.

- 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 notification of acknowledgement (Zoning Permit, Email, or Letter) will be required from the respective Town **before** any forms can be submitted to Harnett County.
- 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 Septic Permit. However, a notification of acknowledgement (Zoning Permit, Email, or Letter) from the Town will be required **before** any forms can be submitted to Harnett County.

**STEP TWO:** Submit the Approved Site Plan to Central Permitting.

- A thorough site plan aids the Environmental Health Department in locating an appropriate location for the septic tank.

*Septic Permits & Well Permits are obtained at the Central Permitting Department.  
Steps One & Two must be completed and the fee must be paid before Environmental Health's review begins.*

**NEW SEPTIC TANK FEE \$750.00**

**EXISTING SEPTIC FEE \$100.00**

**NEW WELL PERMIT \$250.00**

**REVISIONS WILL INCURE FEES**

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

**STEP THREE:** Create Public User Login on the eTrakit permitting portal.

- Quick Access Link: <https://permits.harnett.org/eTRAKiT/PublicUserAccount.aspx?action=npa&rd=~/dashboard.aspx>
- Once applications are processed by Central Permitting, use your permit numbers to build your portal dashboard; click "Link to Permits."
- Make payments, follow the status of applications, upload requested documents, and check inspection notes on the portal.
- Note: eTrakit does not notify staff of online payments, so customers must notify staff of payments to ensure plans are put in for review.

#### Contact Information to Remember:

- Central Permitting (eTrakit, Payments, Review Status)
  - Email: [centralpermitting@harnett.org](mailto:centralpermitting@harnett.org)
  - Phone: 910-893-7525 ext 1
- Environmental Health (Septic Inquiries)
  - Phone: 910-893-7547