



EFFECTIVE July 1, 2025, All City of Dunn Fire plan reviews and Fire Inspections are processed by Harnett County.
Harnett County will bill separately from the City of Dunn for plan review and inspections.
Questions regarding this process, please contact
Harnett County Central Permitting number 910-893-7525 ext 1.

HARNETT COUNTY CENTRAL PERMITTING

ETJ SUBMITTAL GUIDE

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.

Contact Information to Remember:

- Central Permitting (eTrakit, Review Status, Payments)
 - Donna Johnson | Commercial Project Coordinator
 - Fire Marshal
- centralpermitting@harnett.org | 910-893-7525 ext 1
djohnson@harnett.org | 910-814-6431
910-893-7580



Harnett
COUNTY
NORTH CAROLINA



Emergency Services Department

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.



HARNETT COUNTY CENTRAL PERMITTING

ETJ SUBMITTAL GUIDE

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
 - Phone: 910-893-7525 ext 1
- Environmental Health (Septic Inquiries)
 - Phone: 910-893-7547