

City of Sanford/County of Lee/Town of Broadway
115 Chatham Street, Sanford, NC 27330

Telephone (919)-718-4654
Fax (919)-718-4636

Date: _____

Contractor Name: _____

Company Name: _____

Type of NC State License: _____

NC State License Number: _____

Pin Number: _____

In an effort to make our permitting process more effortless for you, after completing our personal identification number application, you are NOT required to personally appear in our office to purchase and sign your permits. You may simply complete the application (s), calculate your permit fee, and mail your application along with your check, for the computed amount.

Please understand that you must furnish this office with the correct physical address. If you do not have the correct address, we will not be able to process your application. Further, this office will not be responsible for permits issued to the wrong address. You will not be refunded for any unnecessary permits that are issued.

Please take note of your Personal Identification Number. You should memorize this number and destroy or store it in a safe place. You must include your Personal Identification Number on your application. If it is not recorded on your application, a permit will not be issued. This is to guarantee confidentiality of your number.

Thank You,
Inspections