

ENVIRONMENTAL HEALTH OSWW DIVISION

Our mission is to provide and to encourage the provision of quality public health programs that protect and promote health, prevent and control disease, reduce and rehabilitate disability, as well as establish and maintain healthful lifestyles in a safe environment. This will be accomplished by assessing local health needs, developing public health policies, and assuring delivery of needed community services.

APPLICATION CHECKLIST



SEPTIC PERMIT

Existing System/Expansion/IP/CA

- Application Form
- Create a Site Plan that meets the requirements
- Obtain a Preliminary Zoning Review from the Planning & Zoning department 704-216-8588
- Obtain Authorization from the owner using our authorization form or provide a copy of a purchase contract
- Prepare the site for evaluation

APPLICATION CHECKLIST



WELL PERMIT

New Well/Abandonment/Repair

- Application Form
- Create a Site Plan showing well location or preferred well placement
- Obtain Authorization from the owner using our authorization form or provide a copy of a purchase contract
- Prepare the site for evaluation

HOW TO

PREPARE THE SITE



- Clear the property of heavy undergrowth
- Stake the footprint of all proposed structures
- Flag the property lines
- Call 811 to flag all existing utilities
- Abide by all setbacks for existing and proposed well/septic areas



- Avoid disturbing the soil at all costs. NO GRADING
- No excessive clearing of trees
- Do not bring in fill dirt before the evaluation
- Do not drive over any existing or proposed septic areas
- Do not change your site plan

SITE PLAN REQUIREMENTS

- Structure dimensions
- Distance from the property lines
- Driveway location
- Preferred well and septic area



WHEN TO DIG

BACKHOE PITS

In most cases, the EH Specialist will assess the site by digging holes with a hand auger. Backhoe pits will be required when submitting 3 or more applications within the same subdivision/location OR when the property has been previously denied by Environmental Health. An EH Specialist may also request backhoe pits if further evaluation of the property is needed beyond the scope of a hand auger. The applicant is responsible for securing this service and contacting Environmental Health to schedule the evaluation. The location and depth of each pit will be determined on site by the EH Specialist.

HOW TO APPEAL A

PERMIT DENIAL OR SYSTEM DESIGN

If a property is denied a septic permit OR you are unhappy with the septic system that was designed, you may request an informal review by contacting the EH Specialist or Adrian Pruett, the department manager. You may choose to request a formal review by filing a petition with the Office of Administrative Hearings. To obtain a copy of the petition form, call 984-236-1850.

FAQ

What if I plan to subdivide my property?

- If the lot will be divided, a copy of the newly deeded and recorded plat must be submitted to Environmental Health before a Construction Authorization can be issued. The proposed property lines and dimensions must be included on the application site plan and marked on the site.

Do I have to survey the property to obtain a septic permit?

- Property lines must be clearly marked prior to application submittal. No Construction Authorization may be issued until the property lines have been located by a licensed NC surveyor.

How do I submit my application?

- Submit all components of the application to Environmental Health by email or in person at the office.

Do I need to set up an appointment for the evaluation?

- No, all applications are placed on a waitlist and are evaluated on a first come first serve basis. The applicant will be contacted during the week that the property will be evaluated.

Do I need to be on site during the evaluation?

- No. Environmental Health encourages you to include all the necessary information when applying. Please make sure that all plans and site preparations are made before submitting your application. Should your plan change, please inform the office or EH specialist as soon as possible.

How do I pay for my application?

- Payment may be received by phone or in person with credit card, cash, or check.

Can I change my site plan once the a septic permit has been issued?

- No. Once a permit is issued no site changes what so ever may be made unless approved by the EH specialist. Changes made will result in permit revocation. If you must change your site plan, contact the EH Specialist to discuss your options.

Can I grade the property once a permit has been issued?

-Do not grade your initial septic area or repair area. Grading other areas of the property could impact the septic area. If you have questions or concerns about the impact grading could have on the septic area, please contact the EH Specialist. Grading or altering your septic area will result in permit revocation.

QUESTIONS AND CONCERNS

If you are dissatisfied with your service, or have questions about a particular permit, do not hesitate to contact the EH Specialist or Environmental Health's Manager, Adrian Pruett.

CONTACT US

Environmental Health	Front Office	704-216-8525
Adrian Pruett	EH Manager	704-216-8533
James Connolly	EH Specialist	704-216-8534
Caleb Link	EH Specialist	704-216-8538
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