

PROCEDURES FOR OBTAINING SEPTIC SYSTEM PERMIT

1. Visit the Vance County Planning Department between 9:00 am to 4:00 pm, Monday - Friday. The Planning Department is located at 305 Young St. Suite B.
Telephone: (252) 738-2080.

Visit the Granville County Planning Department between 9:00 am to 4:00 pm, Monday - Friday. The Planning Department is located at 122 Williamsburg St.
Telephone: (919) 603-1331.

2. In Vance County you will need to see Nancy Brewer, Environmental Health Secretary, located at 125 Charles Rollins Rd between 8:30 am to 12 noon and 1:00 pm to 5:00 pm (PLEASE NOTE: Both Environmental Health Office counties close from 12:00 noon until 1:00 pm for lunch each day). In Granville County you will need to see Carolina Perry, Environmental Health Secretary, located at 101 Hunt Drive, Oxford NC. **YOU WILL NEED TO TAKE THE FOLLOWING ITEMS WITH YOU TO THE ENVIRONMENTAL HEALTH DEPARTMENT:**

a) *Development permit from the Zoning Department*

b) *A site plan which includes the following:*

- (1) Property dimensions (must be on a survey map)
- (2) Proposed house location and size (length & width)
- (3) A measurement from the front property line to the front of the dwelling
- (4) A measurement from one side property line (either side) to the side of the dwelling
- (5) Proposed driveway location
- (6) Well or water line location
- (7) Any additional structures that are located on the lot (store buildings, garages, swimming pools, etc.)

c) *Cash, check or credit card in the amount of \$400.00 for septic and an additional \$400.00 for well.*

NOTE: If a lot is evaluated and found unsuitable, the fees are not refundable. However, should the site be suitable or provisionally suitable, the fee does cover the evaluation, permit, and final inspection of a conventional septic system. If it is determined that an LPP or pump system is necessary, an additional \$50.00 must be paid prior to obtaining your permit from the office.

3. Please prepare the lot for evaluation by doing the following:

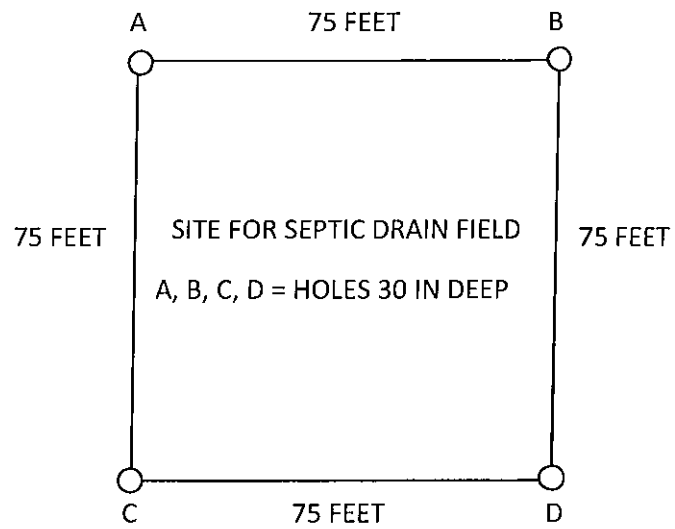
- a) Be certain that **all** property lines and property corners are flagged and clearly visible. All property lines should be flagged **every 30 feet**.
- b) Mark each corner of the house location with a stake or flag. Include all decks, porches, etc.
- c) Dig 4 holes, 6 inches wide and 30 inches deep. Holes should be in a square-like pattern 75 feet apart. (See diagram on back) **Clear any underbrush inside the 75-foot area.**
 - Holes should not be dug in low or depressed areas.
 - Holes must be at least 50' from any well, stream, creek or body of water.
 - If holes are located ANY upslope from house location, septic system will REQUIRE a pump.

Note: The location of the dug holes indicates the applicant's intention for the location of the septic area.

- d) Post orange sign where it is visible from road

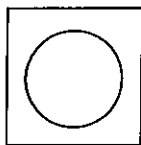
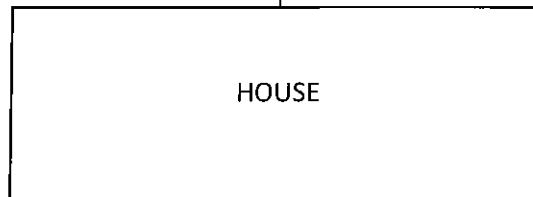
Please note: if a trip is made to evaluate a lot and the lot is not prepared according to directions, a \$100.00 fee will be charged for each unnecessary trip made.

4. When the lot has been prepared, call Nancy Brewer at (252) 492-5263, so that your application can be put on the list of lots to be evaluated. Lot evaluation time will vary depending on workload.
5. After an evaluation is completed and the lot is found suitable for a sewage disposal system, an improvement permit and authorization to construct can be issued.



Typical layout – Drain field can be in Front, side or back. Well must be 100 FEET away. Driveway cannot go over drain field.

5 FEET



WELL

DRIVEWAY

STREET

DOCUMENTATION TO AUTHORIZE AN OWNER'S LEGAL REPRESENTATIVE

Applications for permits require the "signature of the owner's legal representative" (15A NCAC 18A .1937). If the owner does not sign the application himself or herself, they can submit any one of the following documents to designate their legal representative.

1. Power of Attorney
2. Real Estate Contract
3. Estate executor
4. Bankruptcy trustee
5. Court ordered guardianship

In the absence of the above documentation, the property owner may provide the local health department with documentation that designates a legal representative. A property owner may:

1. Complete this form to document his or her legal representative, or
2. Provide his or her own form that contains the information in this form.

If there are multiple property owners, then all property owners must sign the form that designates a legal representative.

By signing a form that designates a legal representative for purposes of 15A NCAC 18A .1937, the property owner authorizes that representative to act on their behalf in matters pertaining to the application and permitting process, including signing or receiving any application, document or permit. The owner retains full responsibility to meet all permit conditions specified by the local health department.

I, _____, am the legal owner(s) of the property located at _____, identified as PIN (Parcel Identification Number) _____ located in Vance County, North Carolina.

I do hereby authorize (print legal representative/company name) _____, to act as an agent on my behalf in applying for/signing/obtaining any of the documents described below.

- Application for Improvement Permit (IP) / Authorization to Construct (AC)
- Improvement Permit (IP) / Authorization to Construct (AC)
- Application for soil-site evaluation (new/repair)
- Application/permit for private drinking water well/well abandonment
- Application for Compliance Inspection

I agree to abide by all decisions and/or conditions between the legal representative acting on my behalf and the Vance County Department of Public Health, Environmental Health Division.

Signature of Owner(s)

Date

Signature of Witness

Date

- ☐ Survey plat to scale* submitted
☐ Scaled* site plan submitted
☐ Unscaled site plan submitted
* scale of 1" = no more than 60'

Vance County Health Department
Application for

Improvement Permit and/or Authorization to Construct and/or Well

Improvement Permit _____ Authorization to Construct _____ Well _____ Receipt # _____ CDP # _____

IF THE INFORMATION IN THE APPLICATION FOR AN IMPROVEMENTS PERMIT IS FALSIFIED, CHANGED, OR THE SITE IS ALTERED, THEN THE IMPROVEMENTS PERMIT AND AUTHORIZATION TO CONSTRUCT MAY BECOME INVALID. The permit is valid for either 60 months or without expiration depending upon documentation submitted. (complete site plan = 60 months; complete plat = without expiration)

APPLICANT INFORMATION

Applicant _____ Address _____ Home & Work Phone _____
Owner _____ Address _____ Home & Work Phone _____

PROPERTY INFORMATION

date originally deeded & recorded _____

Street Address _____ Subdivision Name _____ Section/Phase/Lot# _____

Directions to Site _____

Lot Size _____

DEVELOPMENT INFORMATION

- ☐ New Single-Family Residence
☐ Expansion of Existing System
☐ Repair to Malfunctioning Sewage Disposal System
☐ Non-Residential Type of Structure
☐ Recertification
☐ Home ☐ Mobile Home

Residential Specifications

Maximum number of occupants/bedrooms: ____/____
If expansion: Current number of bedrooms: ____
Will there be a basement? ☐ yes ☐ no
Plumbing fixtures in Basement ☐ yes ☐ no
☐ Single Family ☐ Multi Family

Non-Residential Specifications:

Type of business: _____ Total Square footage of Building: _____
Maximum number of employees: _____ Maximum number of seats: _____

Water Supply: Are there any existing wells, springs, or existing waterlines on this property? ☐ yes ☐ no

☐ New well ☐ Existing Well ☐ Community Well ☐ Public Water ☐ Spring ☐ Abandonment

If applying for Authorization to Construct: Please Indicate Desired System Type(s):

☐ Accepted ☐ Alternative ☐ Conventional ☐ Innovative ☐ Other _____ ☐ Any

The Applicant shall notify the local health department upon submittal of this application if any of the following apply to the property in question. If the answer to any question is "yes", applicant must attach supporting documentation.

- | | | | | |
|-----------------------------------|-----------------------------|----------------------------------|------------------------------|---|
| ☐ Existing | ☐ No | ☐ Unknown | ☐ Yes | Does the site contain any jurisdictional wetlands? |
| ☐ Existing | ☐ No | ☐ Unknown | ☐ Yes | Does the site contain any existing wastewater systems? |
| ☐ Existing | ☐ No | ☐ Unknown | ☐ Yes | Is any wastewater going to be generated on the site other than domestic sewage? |
| ☐ Existing | ☐ No | ☐ Unknown | ☐ Yes | Is the site subject to approval by any other public agency? |
| ☐ Existing | ☐ No | ☐ Unknown | ☐ Yes | Are there any easements or right of ways on this property? |
| ☐ Existing | ☐ No | ☐ Unknown | ☐ Yes | Has any grading, removal or addition of soil been done to this property? |

I have read this application and certify that the information provided herein is true, complete and correct. Authorized county and state officials are granted right of entry to conduct necessary inspections to determine compliance with applicable laws and rules. I understand that I am solely responsible for the proper identification and labeling of all property lines and corners and making the site accessible so that a complete site evaluation can be performed.

Property owner's or owner's legal representative** signature (required)

Date

**Must provide documentation to support claim as owner's legal representative.

Sign the items below that have been completed.

Has the site been marked every 30 Ft? _____
Date Completed

Has the home been staked off? _____
Date Completed

Have the holes for the septic field been dug? _____
Date Completed

Office use only

Wells

	Name & Number	Date	Time
Grout:			
Final:			
Water Samples:			
Retest:			

Septic

Final:			
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