

Applying for a Site/Soil Evaluation, Improvement Permit and Construction Authorization (Septic System Permits)

The Person County Health Department is responsible for issuing septic system and well permits. Lots are evaluated and permits are issued in accordance with North Carolina rules and regulations governing septic systems (15A NCAC 18A.1900). Improvement Permits are required prior to obtaining Planning and Zoning or Building permits.

1) COMPLETE AN APPLICATION FOR AN IMPROVEMENT PERMIT AND SUBMIT THE APPROPRIATE FEE. Site/Soil Evaluation Fees:

<600 gpd (4 bedrooms or less / 24 employees or less)..... \$200

≥600 gpd (5 bedrooms or more / 25 employees or more)..... \$300

****This fee is for the evaluation and IP only. there will be an additional fee to purchase the septic construction authorization when you are ready to proceed with your zoning permit.***

If you are requesting an evaluation of this type, You DO NOT need to fill out a separate application for a well permit, however, please make sure to answer all parts of question #4 in reference to your water supply.

You can submit your application in person at our office Monday – Friday between 8:30 am and 5 pm, by email to: envhealth@personcountync.gov or you can apply using our citizen self-service portal at <https://personcountync-energovweb.tylerhost.net/apps/SelfService#/home>. Applications are processed in the order in which they are received. If you are submitting by email or on the portal, you will receive an invoice by email for the application fee with payment instructions.

2) INCLUDE A SITE PLAN. A site plan is **required** to be submitted with all applications. Site plans should be completed on a copy of the GIS aerial map or survey plat of the property. Site plans should show the location of the proposed dwelling, driveway, accessory buildings, etc. along with any existing septic system(s) or well(s). Please include measurements of property lines and proposed dwellings. If you are proposing to subdivide property, the proposed property lines must be clearly marked on the site plan map.

****GIS maps can be found at the county GIS office or website.***

****Survey plats can be found at the county Register of Deeds office or website***

3) PREPARE THE LOT FOR EVALUATION. A lot must be easily accessible and properly marked before an evaluation can be conducted. The proposed house or any other structure must be marked on the property by flagging, painted stakes, etc. All property lines and corners within 250ft. of the proposed house site must be properly marked and easily visible in the field. If you are proposing to subdivide property, the proposed property lines must be marked. If thick vegetation/underbrush, fallen trees, or other obstacles prevent free movement across the property then brush-hogging or clearing will be required at the applicant's expense.

Soil disturbance must be minimized during the clearing process in order to avoid removing soil and adversely affecting site/soil characteristics.

- If an EHS arrives at the property and a site evaluation cannot be conducted because the site has not been prepared as required, the applicant will be notified and the application placed in 'Inactive' status.
- A revisit fee (\$50.00) may be assessed prior to scheduling another visit to the property
- Applications which are in 'Inactive' status for more than 90 days are considered void and all fees paid by the applicant are forfeited.
- Please notify our staff if dogs will be encountered during the site visit. Dogs will need to be kept under control if there is a possibility that they may harm our staff.

Once your evaluation is completed by our department, you will be contacted either by telephone, email or U.S. mail regarding the results of your evaluation. If your septic evaluation is approved, you will be provided with COPIES ONLY of a septic improvement permit, a septic construction authorization permit and a well permit. You will need to purchase and sign these permits before you can receive official copies that are required for septic/well construction or before you can proceed with other county departments.

If you have any questions regarding the information listed above, please feel free to contact our office at (336-597-1790). Our office hours are Monday through Friday, from 8:30 to 5:00.

Evaluation/ Permitting Process

Site Evaluation

A site evaluation is conducted by a county Environmental Health Specialist to determine whether soil and site conditions meet State requirements for the permitting of a septic system. The site evaluation involves making numerous soil borings across the property, documenting soil characteristics and landscape features, and ensuring that there is adequate space for the system and a future system repair.

Improvement Permit (IP)

If a lot meets the requirements for the installation of a septic system, the Environmental Health Specialist will issue an *Improvement Permit*. The issuance of an *Improvement Permit* verifies that a system can be installed on the property and specifies the type and size of the septic system. If the evaluation indicates that the property does not meet the minimum soil/site requirements for the installation of a septic system, the property is classified as *Unsuitable* and a denial letter is issued. The denial letter explains the specific reasons for the *Unsuitable* classification and provides information regarding the appeal process.

Construction Authorization (CA)

When an *Improvement Permit* is issued, it is usually accompanied by a *Construction Authorization*. The CA includes a site sketch and detailed information regarding the proposed system type, location, and construction requirements. A septic system contractor will need this information to provide cost estimates and to properly install the system. There is an additional fee required for this CA. The fee is dependent on the type of system permitted and currently ranges from \$150.00 to \$500.00. The fee for the *Construction Authorization* must be paid prior to assignment of an address and the issuance of any other required county permits (Planning and Zoning permits/ Building Permit).

Well Permit

If a property is served by a private well, a well permit will be issued along with the Improvement Permit and the Authorization to Construct. A well permit authorizes a registered well driller to construct a well on the property.

The proposed well location will be shown on the site sketch that accompanies the Construction Authorization. The well permit fee is \$300.00.

Operation Permit

An Operation Permit is issued once the system has been installed and inspected by the Person County Health Department. An Operation Permit verifies that the system has been installed properly and in accordance with the Improvement Permit and Construction Authorization. The Operation Permit must be issued before Building Inspections can conduct a final inspection and issue a Certificate of Occupancy.

Additional Information:

- If an application for an Improvement Permit is submitted for a proposed cut out lot, the applicant must mark the proposed property lines in the field and on the submitted site plan. If a site evaluation indicates that the property will support a septic system, the Environmental Health Specialist will flag the location of the proposed septic drain field. Once the property lines and septic area have been surveyed, and the property has been recorded and assigned a tax map and parcel number, the Improvement Permit, Construction Authorization, and Well Permit can be issued.
- All permits expire 5 years from the date issued. A non-expiring Improvement Permit requires a plat prepared by a surveyor showing the location of the house, well and septic system. There can be no revisions/changes to a non-expiring permit once it has been issued.
- Applications are processed in the order received. An application becomes inactive when additional information, site preparation, or surveying is required prior to completing the evaluation or permitting process. After 90 days an inactive application becomes invalid and fees are forfeited.
- **The estimated wait time for a site/soil evaluation from the time of payment of application fees to the actual site visit varies based on many factors. Please ask for the approximate wait time when you submit your application and be aware that this wait time is constantly changing and is ONLY AN ESTIMATE.**