



APPLICATION FOR PERMITS

Please mail or bring in the first two pages of this completed form, with payment including the signature of the owner\*, a floor plan (where applicable) and a site plan as indicated. Please call our office if you have any questions about filling out this form or the amount of payment needed. Please type or print legibly.

GENERAL INFORMATION

APPLICANT: \_\_\_\_\_ PROPERTY OWNER: \_\_\_\_\_
ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_
EMAIL \_\_\_\_\_ EMAIL \_\_\_\_\_
PHONE NUMBER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_
LOT SIZE \_\_\_\_\_ SUBDIVISION / LOT# \_\_\_\_\_ DATE LOT RECORDED \_\_\_\_\_
LOCATION ADDRESS: \_\_\_\_\_ DIRECTIONS / LOCATION: \_\_\_\_\_

PROJECT INFORMATION

- NEW BUILDING EXPANSION TO EXISTING FACILITY SEPTIC SYSTEM OR WELL REPAIR
WELL OR SEPTIC PERMIT RENEWAL PERMIT REVISION
ABANDONMENT OF WELL OR SEPTIC SYSTEM SUBDIVISION/RECOMBINATION OF PROPERTY

PROJECT DESCRIPTION: \_\_\_\_\_

SINGLE FAMILY HOME Size \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_ Number of occupants: \_\_\_\_\_
MULTI FAMILY: APARTMENT / EFFICIENCY / GUEST HOUSE
BUSINESS/OTHER

Please describe the business, number of employees, square footage, etc. Use attachments if necessary.

TYPE OF WATER SUPPLY PLEASE CHECK IF APPLICABLE: REQUESTED SYSTEM TYPE:
PUBLIC BASEMENT WITH PLUMBING Accepted Trench (25% red.)
PRIVATE WELL WASTEWATER OTHER THAN SEWAGE GENERATED Conventional gravity
COMMUNITY WELL PROPERTY CONTAINS DESIGNATED WETLANDS Innovative
OTHER SITE IS SUBJECT TO APPROVAL BY OTHER AGENCY Other: \_\_\_\_\_
WILL HAVE A GARBAGE DISPOSAL OR WATER SOFTENER Pump to: \_\_\_\_\_

IMPORTANT: ALL APPLICATIONS MUST CONTAIN THE FOLLOWING INFORMATION IN ORDER TO BE PROCESSED:

- A SITE PLAN OR PLAT SHOWING: EXISTING AND ANY PROPOSED PROPERTY LINES EASEMENTS, RIGHTS-OF-WAY, AND BUFFERS WITH DIMENSIONS; SITE PLAN ASSESSMENT FROM LOCAL PLANNING DEPARTMENT
A FLOOR PLAN OF THE STRUCTURE - LOCATION OF ALL PROPOSED STRUCTURES, DRIVEWAYS, ADDITIONS, OR OTHER IMPROVEMENTS LABELED WITH SETBACKS INDICATED.
THE FOLLOWING MUST BE STAKED ON SITE: LOCATIONS OF PROPOSED STRUCTURES; EXISTING AND PROPOSED PROPERTY LINES/CORNERS/EASEMENTS; STREAM BUFFERS

Check All Sections That Apply:

SITE EVALUATION / IMPROVEMENT PERMIT SECTION #

(THIS IS AN EVALUATION OF THE SOIL FOR A SEPTIC SYSTEM)

- IMPROVEMENT PERMIT (Up to 600 GPD) \_\_\_\_\_ NUMBER OF SITES @ \_\_\_\_\_ \$ 390 PER SITE
INDIVIDUAL LOT SUBDIVISION \* RECOMBINATION \* EXISTING SYSTEM EXPANSION
SITE REVISIT TO REISSUE OR MODIFY A VALID IMPROVEMENT PERMIT(with no increase flow) \$ 140 PER SITE

EACH SITE EVALUATION CONSISTS OF UP TO 2 ACRES EVALUATED.

PROJECTS GREATER THAN 5 BEDROOMS AND NON-RESIDENTIAL PROJECTS (>600 gpd) REQUIRE ADDITIONAL FEES PLEASE SEE HEALTH DEPARTMENT FOR SPECIFIC INFORMATION.

PROJECTS GREATER THAN 5 BEDROOMS, NON-RESIDENTIAL PROJECTS (>600 gpd) AND SUBDIVISIONS REQUIRE THAT THE APPLICANT PROVIDE A BACKHOE AND OPERATOR ON SITE TO DIG PITS.

\*FOR SUBDIVISIONS & RE-COMBINATIONS, A CONCEPT PLAN APPROVAL OR A PLAT PREPARED BY A SURVEYOR MUST BE SUBMITTED WITH THE APPLICATION.



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This application is used to apply for any or all of the above permits or authorizations. The form must be filled out completely and accompanied with payment before services can be initiated

Completion of this form does not imply or guarantee any permit will be issued or an authorization granted. Please be sure all the information is correct as the information you provide will guide the staff in the evaluation and permitting of your property. Any permit may be suspended or revoked if the information is falsified, incorrect or if the site is altered after the permit/authorization is issued.

Orange County Health Department, Environmental Health Division  
131 W Margaret Lane Suite 100  
P.O. Box 8181  
Hillsborough, NC 27278

PHONE: 919-245-2360 FAX: 919-644-3006

www.co.orange.nc.us

## GENERAL INFORMATION

- 0 PERMITS / AUTHORIZATIONS ARE SUBJECT TO REVOCATION IF THE SITE PLAN, PLAT, OR INTENDED USE CHANGES OR IF THE SITE IS ALTERED. SUBSEQUENT CHANGES TO THE SITE PLAN OR INFORMATION ON THE APPLICATION WILL REQUIRE A NEW APPLICATION AND ADDITIONAL FEES
- 0 NO REFUNDS WILL BE GIVEN FOR SERVICES THAT ARE ALREADY RENDERED OR INITIATED.
- 0 PAYMENT AS INDICATED IN THE INDIVIDUAL SECTIONS MUST ACCOMPANY THE APPLICATION IN ORDER TO PROCESS THE APPLICATION AND SCHEDULE A FIELD VISIT BY STAFF
- 0 A WELL PERMIT OR A CONSTRUCTION AUTHORIZATION MUST BE ISSUED PRIOR TO ANY CONSTRUCTION OR REPAIR OF A WELL OR A WASTEWATER SYSTEM.
- 0 A FINAL INSPECTION OF THE WELL AND WASTEWATER SYSTEM MUST BE COMPLETED AND APPROVED BY THE OCHD STAFF PRIOR TO PLACING EITHER INTO USE OR OCCUPYING A NEW HOME.
- 0 THE APPLICANT IS RESPONSIBLE FOR REQUESTING A WELL FINAL INSPECTION AFTER THE PUMP INSTALLER HAS COMPLETED THE PUMP INSTALLATION AND THE WELL HAS BEEN CHLORINATED.
- 0 YOU MUST CONTRACT WITH A WELL CONTRACTOR WHO IS REGISTERED IN ORANGE COUNTY AND HOLDS A VALID CERTIFICATION FROM THE STATE OF NC. (A LIST IS AVAILABLE)
- 0 YOU MUST CONTRACT WITH A SEPTIC CONTRACTOR WHO IS REGISTERED IN ORANGE COUNTY AND HOLDS A VALID CERTIFICATION FROM THE STATE OF NC TO INSTALL OR REPAIR SYSTEMS. (A LIST IS AVAILABLE)
- 0 EVERY APPLICATION FOR A CONSTRUCTION AUTHORIZATION MUST BE ACCOMPANIED BY EITHER A VALID IMPROVEMENT PERMIT OR BY AN APPLICATION FOR AN IMPROVEMENT PERMIT.
- 0 ANY CHANGES THAT ARE PROPOSED FOR AN EXISTING PERMIT REQUIRES A NEW APPLICATION AND FEES.
- 0 FOR AN IMPROVEMENT PERMIT, IF A HOUSE SITE OR PROPOSED SEPTIC SITE IS NOT DESIGNATED ON THE SITE PLAN, ONE WILL BE ASSIGNED BY THE OCHD STAFF.

### EXPIRATION OF PERMITS / AUTHORIZATIONS

WELL PERMITS	5 YEARS
EXISTING WELL/SYSTEM AUTHORIZATIONS	1 YEAR
IMPROVEMENT PERMITS	5 YEARS -WHEN A SITE PLAN IS SUBMITTED NO EXPIRATION -WHEN PLAT* [three copies] IS SUBMITTED
CONSTRUCTION AUTHORIZATIONS	5 YEARS MAXIMUM OR WHEN ACCOMPANYING IMPROVEMENT PERMIT EXPIRES WHICHEVER COMES FIRST.

\*Plat = prepared by a Registered Land Surveyor to a scale of 1" <= 60' showing the facility, appurtenances, site for the septic system, water supplies, and surface water. Or an approved and recorded subdivision plat accompanied by a site plan drawn to scale.

NC Session Law extends the life of permits by an additional 4 years if they are valid between January 1, 2003 and January 1, 2011

NOTES:

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**PLEASE READ THIS BEFORE SUBMITTING THE APPLICATION  
WHILE YOU ARE WAITING FOR YOUR APPOINTMENT:**

In the interest of processing your permit application as smoothly and quickly as possible, we ask that you:

- Make sure that you have submitted an accurate site plan (preferably to scale) that shows ALL proposed improvements to your lot. This includes:
  - Existing and proposed property lines with dimensions
  - Location of existing and proposed structures showing setbacks, wells, driveways, excavations, etc.
  - Location of surface waters
  - Your preferred site for the septic system and well.
- Please stake out any structures, additions, or future improvements on the ground. If you need wire flags for this, we have some available for you.
- Make sure that property lines and property corners are clearly marked and that the site is accessible for a full evaluation. If we are unable to verify property line locations, it will be necessary for the property to be surveyed before a determination can be made.
- When vegetation is too thick to permit movement through the site or observation of the topography, the area will need to be "bush-hogged" or thinned out. Be careful not to grade or excavate potential areas, as it is possible to damage sites beyond use. After the site is permitted, do not allow any disturbance of the area designated for the drainfield.
- You will need to provide backhoe pits in the following cases:
  - Evaluation of tracts for proposed subdivisions,
  - When the proposed waste flow exceeds 600 Gallons per day (>5 bedrooms),or
  - Sites where rock is prevalent
- Additional fees will be required if the resulting waste flow is >600 gallons per day, or if additional permits are necessary

NOTICE - It is important that you fill in the application completely and accurately and submit the accompanying site plan and floor plan. Incomplete applications can not be processed and will result in lengthy delays. If you change your plans after the permit is issued, a new application and fees will be required, so please be sure the information given is correct.

The PIN is the number that we use to track and file our applications when there is no address assigned to the property. When inquiring about your application, please have the PIN (or the property address) handy. It is usually found in the upper right-hand corner of our forms.

**SETBACKS FOR SEPTIC SYSTEMS**

WELL	100 ft *
BUILDING FOUNDATION, FOOTING	15 ft
PROPERTY LINE	10 ft
WATER LINE	10 ft
SWIMMING POOL	25 ft
STRUCTURE w/NO FOUNDATION (ex. Decks, carports, pole sheds, etc.)	5ft from the drip line
WS-I STREAM/ SA WATERS / CLASS I RESERVOIR	100 ft
POND, STREAM OR SURFACE WATER	50 ft
STORMWATER DETENTION POND	50 ft
EMBANKMENT, EXCAVATION	15 ft
INTERCEPTOR DRAIN, FOUNDATION	
DRAIN, STORMWATER DIVERSION	10 ft upslope 15 ft side slope 25 ft down slope
OTHER NITRIFICATION FIELDS	20 ft

- Setbacks for large systems may need to be increased
- Systems must be located on property owned and controlled by the system owner. They may not be located in Resource Conservation Easements, Stream Buffers, Utility Easements, Rights of Way, etc.

**SETBACKS FOR WELLS:**

SEPTIC SYSTEM	100 ft *
SEWER LINES	50 ft *
PROPERTY LINE	40 ft *
BUILDING FOUNDATIONS	50 ft *
SWIMMING POOL OR SUPPLY STORAGE AREA	50 ft
STORAGE BUILDINGS W/ POTENTIAL CONTAMINANTS	50 ft
OTHER POTENTIAL SOURCES OF CONTAMINATION	100 ft

- Setbacks for Public Water Supplies may be increased.
- The well must be located in an area not subject to flooding.

\* If it is not possible to achieve these distances, a reduced setback may be granted provided certain conditions can be met.