

ORANGE COUNTY ENVIRONMENTAL HEALTH

SEPTIC AND WELL APPLICATION INSTRUCTIONS

****INCOMPLETE APPLICATIONS CANNOT BE PROCESSED****

- APPLICATION:** Complete with as much information as possible. Incomplete or inaccurate information may lead to delays. *It must be signed by the property owner or delegated representative with documentation.*
- SITE PLAN DRAWN TO SCALE:**
 - a. Existing and proposed property lines, easements, rights-of-way, and buffers with measurements
 - b. Location of all proposed structures, driveways, additions, other future improvements with measurement of the structures and measures to two property lines (minimum)
 - c. Known sources of contamination (septic drain fields, animal lots, fuel tanks, old wells)
- FLOOR PLAN FOR ANY PERMIT APPLICATIONS TO CONSTRUCT A SEPTIC SYSTEM OR WHERE THE IMPROVEMENT CHANGES THE STRUCTURE'S FLOOR PLAN** (not required for Well Permits or Residential Improvement Permits; other conditions apply for commercial projects)

PERMIT VALIDITY

Permit	
Improvement Permit	60 months with complete site plan. Without expiration with complete plat.
Construction Authorization	Same as the period of validity of the associated Improvement Permit
Well Permit	60 months
Existing System Authorization	12 months

PERMITS MAY BECOME INVALID AND SUBJECT TO REVOCATION IF THE INFORMATION IN THE APPLICATION IS FALSIFIED, CHANGED, OR THE SITE IS ALTERED

***Preparing for the Soil/Site Evaluation or the Site Visit:**

- Verify** that the email and phone submitted are the best ways to reach the APPLICANT.
- Stake** all proposed structures.
- Mark** property lines and corners clearly and made accessible. If property lines cannot be verified, it will be necessary for the property to be surveyed before a determination can be made.
- Trim** thick vegetation. The area may need to be "bush-hogged" or thinned out. Do not grade or excavate potential soil areas, as it is possible to damage sites beyond use.

* Failure to prepare the site may cause long delays in permitting or may result in a *Notice of Incompletion*.

SI NECESITAS AYUDA POR LOS SERVICIOS EN ESPANOL, LLAME A 919-245-2361.

REQUIRED RESPONSES (ALL FIELDS)

Applicant _____ Email _____

Billing Address _____

City, State Zip _____ Phone _____

Owner (if different than Applicant) _____ Email _____

Billing Address _____

City, State Zip _____ Phone _____

PIN _____ Lot Size _____ Subd / LOT# _____

Site address (if assigned) _____

(CHECK ONE) NEW WELL EXISTING WELL COMMUNITY WELL PUBLIC WATER

PROJECT DESCRIPTION (CHECK ALL THAT APPLY)

- New Residential Improvement Permit
- New Commercial Improvement Permit
- Revision of Application for Improvement Permit # _____
- Expansion of Existing System – Improvement Permit # _____
- New Residential Construction Authorization
- New Commercial Construction Authorization
- Revision of Application for Construction Authorization # _____
- Expansion of Existing System – Construction Authorization # _____
- Existing System Authorization
- Mobile Home Park Space Connection
- Septic System Repair
- Septic System Abandonment
- New Well Permit- Private Drinking Water
- New Well Permit- Irrigation or Geothermal
- Well Repair with bacteriologic sample
- Well Repair with full sample suite
- Well Abandonment

Fees will be calculated after application has been submitted and reviewed for completion. Up to a 2 acre area will be evaluated for an Improvement Permit. Re-inspections are subject to fees. REFUND POLICY: Refunds are very complicated. Requests must be sent in writing. No fees shall be refunded for services already rendered or initiated by site visit.

Acknowledgment: This application has been signed by the current OWNER of the property or the OWNER'S LEGAL REPRESENTATIVE (documentation required) who has entered into a contract or lease with the owner and who may legally represent the property owner in the transactions regarding the property. I, the undersigned, am the property OWNER or the LEGAL REPRESENTATIVE. By signing this application, I grant the Orange County Health Department, Environmental Health Division, right of entry to the property to perform the service(s) requested.

SIGNATURE: _____ DATE: _____

Remit to Orange County Environmental Health. 131 W Margaret Ln. Hillsborough, NC 27278 or email ehapplications@orangecountync.gov

PROJECT DEVELOPMENT (ANSWER ALL THAT APPLY)

NEW RESIDENTIAL

Max number of bedrooms _____ Max number of occupants _____

NEW BUSINESS OR PLACE OF ASSEMBLY

Total Square footage of Building _____ Maximum number of seats _____

Maximum number of employees _____ Type of business _____

Multi-family Wastewater other than domestic Water softener

Basement Basement with plumbing fixtures Garbage disposal

Recorded Easements and Rights of Way on this property Jurisdictional wetlands

NEW SYSTEM TYPE REQUESTED (REQUIRED)

No preference Conventional only Accepted system Other _____

THIS PROJECT IS SUBJECT TO APPROVAL OF ANOTHER AGENCY (i.e. Planning, USACE, etc.)

EXISTING SYSTEM AUTHORIZATION for improving property, remodeling, additions other than bedrooms, accessory structures, solar, putting a system back into use, or connecting a new structure to an existing system

Description of Scope _____

Max number of bedrooms: _____ Max number of occupants: _____

CHANGE OF USE OF AN EXISTING SYSTEM FOR COMMERCIAL USAGE

Total square footage of Building _____ Maximum number of seats _____

Maximum number of employees _____ Type of business _____

SEPTIC SYSTEM REPAIR QUESTIONNAIRE

PLEASE DESCRIBE THE PROBLEM:

Backing up into home or facility Septic tank overflowing Damaged

Discharge of sewage on the ground Other: _____

Existing Number of bedrooms: _____ Existing Number of occupants: _____

Have already consulted a contractor or septic inspector? _____

When did you notice/ How long have you been experiencing this problem? _____

PLEASE RESPOND YES or NO:

Do you notice the problem is worse: After heavy rain? _____ When clothes are washed? _____ When there are visitors? _____ Have you checked for leaking fixtures? _____ Do you have water treatment plumbed to tank? _____ Has there been any recent work to the property such as digging, tree removal, driving of heavy equipment? _____ Any strong cleaners, disinfectants, or medications in use? _____