

## What You Need to Know

### Overview

Whether acting as your own General Contractor, or hiring one to oversee the process for you, this brochure will outline the steps required to connect to the public sewer system.

#### Step 1: Submit

Complete and submit the *Plumbing Permit for Sewer Connection*. This must be signed by the property owner and any contractors. Any applicable fees\* are due at time of permit application.

Permit Application Checklist:

- *Complete and sign application*
- *Plot Plan showing all structures, well, septic and sewer lines*
- *Payment for applicable fees*

#### Step 2: Connect

Re-route and connect the household sewer line, presently going to the septic tank, to the Public Sewer Stub Out near the street. Property owners residing in the dwelling can perform the work themselves; otherwise contract the work with a licensed plumber (see below).

\*Contact Orange County Inspections Division for Current/Applicable Fees.

Refer to <https://onlineweb.nclicensing.org/Lookup/LicenseLookup.aspx> for Licensed Plumbers

Refer to <http://portal.ncdenr.org/web/wm/sw/facilitylist> for Registered Septic Contractors.



**Know what's below.  
Call before you dig.**

Call NC One-Call at least 48 hours before you dig to locate underground utilities at no charge.

#### Step 3: Inspect

Call Building Inspections at 919-245-2600 prior to 8:30am to schedule a same day plumbing inspection. Unapproved work will have to be corrected and re-inspected.

#### Step 4: Abandon

Once the plumbing inspection is approved, the septic tank will need to be pumped, collapsed and back-filled by an Orange County Registered Septic Contractor (see below). An Environmental Health Inspector must be present when the tank is collapsed. Call Environmental Health (919-245-2360) prior to 8:30am to schedule a same day inspection.



#### Step 5: Approval

Once Building Inspections and Environmental Health have approved all work, a Certificate of Compliance will be issued by Orange County Inspections Division.

#### Step 6: Apply

Contact Orange-Alamance Water at 919-563-6212 to establish a service account. You will need to show a copy of the Certificate of Compliance issued by Orange County.

#### **IMPORTANT NUMBERS:**

*Orange County Inspections:  
919-245-2600*

*Orange County Environmental  
Health: 919-245-2360*

*Orange Alamance Water:  
919-563-6212*

*NC One-Call (utility locator)  
800-632-4949*

We're Here to Help

## Questions?



Orange County is here to help you through the process and answer any questions you may have. Please contact our Property Development Specialist at 919-245-2600 for further assistance.

## Orange County

Planning and Inspections Dept.  
131 W. Margaret Ln., Suite 201  
Hillsborough, NC 27278  
Phone: 919-245-2575  
Fax: 919-644-3347  
[www.orangecountync.gov](http://www.orangecountync.gov)



## Orange County, North Carolina

Converting from Private  
Septic to Public Sewer:  
6 Simple Steps



Planning and  
Inspections  
Department

Phone: 919-245-2600