



Orange County Environmental Health
PO Box 8181, 131 W Margaret Ln, Hillsborough, NC 27278

Type or print legibly.

APPLICATION FOR PERMITS

APPLICANT* _____ PROPERTY OWNER* _____
ADDRESS* _____ ADDRESS* _____
EMAIL* _____ EMAIL* _____
DAYTIME PHONE NUMBER* _____ DAYTIME PHONE* _____
SITE ADDRESS: _____

DIRECTIONS / LOCATION* _____
PIN* _____ LOT SIZE _____ SUBDIVISION / LOT# _____

- *REQUIRED
[] NEW SEPTIC [] NEW WELL [] PERMIT REVISION: PERMIT# _____
[] EXPANSION OF SEPTIC SYSTEM (I.E. ADDING BEDROOM) [] WELL ABANDONMENT [] SEPTIC SYSTEM ABANDONMENT
[] SEPTIC SYSTEM REPAIR [] WELL REPAIR [] SUBDIVISION/RECOMBINATION OF PROPERTY
[] EXISTING SEPTIC AUTHORIZATION OR CHANGE OF USE [] WELL OR SEPTIC PERMIT RENEWAL: PERMIT # _____

PROJECT DESCRIPTION (BE SPECIFIC) *REQUIRED:

[] SINGLE FAMILY DWELLING *Number of Bedrooms: _____ Number of occupants: _____
[] MULTI FAMILY: APARTMENT / GUEST HOUSE *Number of Bedrooms: _____ Number of occupants: _____

*REQUIRED

[] BUSINESS/OTHER DOCUMENTATION OF TYPE, USAGE, NUMBER OF USERS/ STAFF WILL BE REQUIRED.

*WATER SUPPLY

- [] PUBLIC
[] PRIVATE WELL
[] COMMUNITY WELL
[] OTHER

PLEASE CHECK IF APPLICABLE

- [] BASEMENT WITH PLUMBING
[] WASTEWATER OTHER THAN SEWAGE GENERATED
[] PROPERTY CONTAINS DESIGNATED WETLANDS
[] SITE IS SUBJECT TO APPROVAL BY OTHER AGENCY
[] GARBAGE DISPOSAL
[] WATER SOFTENER

*REQUESTED SYSTEM MATERIAL

- [] NO PREFERENCE
[] CONVENTIONAL ONLY
[] ACCEPTED MATERIALS
[] OTHER

*REQUIRED

*REQUIRED FOR IP/CA

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. THE FOLLOWING IS REQUIRED.

- [] SITE ASSESSMENT: A site assessment must be obtained from the Planning Department with jurisdiction over the property
[] 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 (not required for Well Permits or Residential Improvement Permits, other conditions apply for commercial projects)

Please read before signing. 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. Contact this office regarding digital signatures. 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.

OWNER/REP: _____ DATE: _____

CALCULATING FEES 2019-2020:

| SITE EVALUATION | | PERMIT # |
|---|-------------|-----------|
| IMPROVEMENT PERMIT UP TO 600 GPD | \$485 | |
| IMPROVEMENT PERMIT REISSUE/ REVISION/ RENEWAL | \$175 | |
| IN-OFFICE REVISION OF IMPROVEMENT PERMIT | \$35 | |
| EXPANSION OF EXISTING SYSTEM IP | \$485 | |
| SUBDIVISION/ RECOMBINATION | \$485 | |
| Up to two acres is evaluated. Sites where rock greater than 4" in diameter is prevalent will require evaluation by backhoe pit. Any changes to the site plan, floor plan, or intended use shall require a new application and additional fees. All projects with a design flow in excess of 600 GPD require additional fees. All projects with a design flow in excess of 600 GPD, non-residential projects, and subdivisions require that the applicant contract with a backhoe operator to dig pits on the site. Subdivisions and recombination of properties require at least the concept plan approval or plat prepared by a surveyor. | | |
| AUTHORIZATION TO CONSTRUCT | | |
| CONSTRUCTION AUTHORIZATION UP TO 600 GPD NEW OR EXP | \$360 | |
| CONSTRUCTION AUTHORIZATION REISSUE/ REVISION/ RENEWAL | \$175 | |
| IN-OFFICE REVISION OF CONSTRUCTION AUTHORIZATION | \$35 | |
| CONSTRUCTION AUTHORIZATION- REPAIR | \$0 | |
| Any changes to the site plan, floor plan, or intended use shall require a new application and additional fees. All projects with a design flow in excess of 600 GPD require additional fees. | | |
| ESA | | |
| EXISTING SYSTEM AUTHORIZATION (NO CHANGE IN FLOW) | \$175 | |
| IN-OFFICE ESA WHERE NO SITE VISIT IS REQUIRED | \$35 | |
| MOBILE HOME PARK SPACE RECONNECTION AUTHORIZATION | \$105 | |
| SEPTIC SYSTEM ABANDONMENT | \$0 | |
| Certain conditions, such as prolonged vacancy or site specific concerns, can require parts of the septic to be uncovered, the tank to be pumped, and property lines to be surveyed. | | |
| WELL | | |
| WELL PERMIT- NEW | \$595 | |
| WELL PERMIT- REPLACEMENT | \$595 | |
| WELL PERMIT-IRRIGATION OR GEOTHERMAL | \$595 | |
| WELL PERMIT- REPAIR OR ABANDONMENT +BACTERIA SAMPLE | \$75 | |
| Well permit fee includes one set of compliance water sampling for water supply wells after construction. If the well will serve more than one purpose (i.e. drinking water supply AND geothermal), indicate on PROJECT DESCRIPTION. | | |
| RE-INSPECTION FEE FOR ALL SERVICES | \$50/ VISIT | |
| REFUND POLICY: No fees shall be refunded for services already rendered or initiated by site visit. | | RECEIPT # |
| TOTAL | | |

***PREPARING FOR THE SITE EVALUATION OR SITE VISIT:**

Improvement Permits for single-family dwellings on recorded properties and some Existing System Authorizations and Well Permits can be evaluated and visited without making appointments.

- Verify that the email and phone submitted are the best ways to reach the APPLICANT.
- All proposed structures must be staked.
- Property lines and corners must be clearly marked and 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.

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

Please read before signing.

Acknowledgment: I, the undersigned, understand that I am the responsible party for making the site accessible for evaluation, permitting, and inspection purposes. Records, flags, and ribbon are available upon request.

OWNER/REP: _____ **DATE:** _____