



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 \_\_\_\_\_
PHONE NUMBER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_
SITE ADDRESS: \_\_\_\_\_
DIRECTIONS / LOCATION: \_\_\_\_\_
PIN \_\_\_\_\_ LOT SIZE \_\_\_\_\_ SUBDIVISION / LOT# \_\_\_\_\_

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

PROJECT DESCRIPTION (BE SPECIFIC):

- SINGLE FAMILY DWELLING SQ FT \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_ Number of occupants: \_\_\_\_\_
MULTI FAMILY: APARTMENT / EFFICIENCY / GUEST HOUSE ON SAME SEPTIC OR PRIVATE WATER SUPPLY
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

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 SHOWING:
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 the at least two property lines;
c. known sources of contamination (existing septic drain fields, animal lots, underground fuel tanks, and 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:**

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	\$0	
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.		
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. Applicants may be given a placard to affix at the entrance to the site.

- Verify that the email and phone submitted are the best ways to reach the APPLICANT. Expect a call and/or email from the Environmental Health Specialist assigned to this application.
- 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.

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:** \_\_\_\_\_