



Pender County Health Department – Environmental Health Division

APPLICATION FOR PERMITS

PERMIT #: _____

Please e-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. Incomplete applications will not be processed. Please speak with our staff if you have any questions about filling out this form.

GENERAL INFORMATION

APPLICANT: _____ PROPERTY OWNER: _____
 ADDRESS: _____ ADDRESS: _____
 EMAIL: _____ EMAIL: _____
 PHONE NUMBER: _____ PHONE NUMBER: _____

PROPERTY ADDRESS: _____ SUBDIVISION / LOT#: _____
 DIRECTIONS: _____

PROJECT INFORMATION

- NEW STRUCTURE EXISTING STRUCTURE REPAIR EXISTING SEPTIC OR WELL
 ABANDON EXISTING SEPTIC OR WELL PERMIT REVISION OTHER

PROJECT DESCRIPTION: _____

SINGLE FAMILY HOME Number of Bedrooms _____ Number of occupants _____

BUSINESS/OTHER

Please describe the business, number of employees, square footage, etc. Use attachments if necessary. Floor plans and/or additional info may be required to determine daily design flow.

TYPE OF WATER SUPPLY

- PUBLIC
 PRIVATE WELL
 SHARED 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
 FACILITY WILL HAVE A GARBAGE DISPOSAL

CHECK REQUESTED SYSTEM TYPE:

- CONVENTIONAL
 MODIFIED
 ALTERNATIVE
 ANY
 OTHER (specify): _____

IMPORTANT: IN ORDER FOR YOUR APPLICATION TO BE PROCESSED, YOU MUST ALSO COMPLETE THE FOLLOWING:

SUBMIT A SITE PLAN OR PLAT SHOWING:

- EXISTING AND PROPOSED PROPERTY LINES WITH DIMENSIONS
 ALL EXISTING AND PROPOSED EASEMENTS, RIGHTS OF WAY, CAMA LINES
 LOCATION OF ALL EXISTING AND PROPOSED STRUCTURES AND DRIVEWAY
 LOCATION OF ALL EXISTING AND PROPOSED WELLS AND WATER LINES
 PREFERRED LOCATION OF SEPTIC AND/OR WELL. **(OPTIONAL)**

PREPARE THE SITE:

- CLEARLY MARK EXISTING AND PROPOSED PROPERTY LINES/CORNERS/EASEMENTS;
 STAKE LOCATION OF PROPOSED STRUCTURES/ADDITIONS/DRIVEWAYS;
 MAKE SITE ACCESSIBLE; CLEAR UNDERGROWTH AS REQUIRED.
 MARK PREFERRED LOCATION FOR SEPTIC AND/OR WELL. **(OPTIONAL)**
 CALL IN AND NOTIFY OUR OFFICE THAT THE SITE IS STAKED AND READY

A REVISIT FEE OF \$50 WILL BE CHARGED IF, AFTER NOTIFYING US THAT THE SITE IS READY, THE SITE IS FOUND TO NOT BE READY FOR EVALUATION WHEN THE EHS ARRIVES

THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED WITH APPLICATIONS FOR CONSTRUCTION AUTHORIZATIONS:

- A FLOOR PLAN** OF THE PROPOSED STRUCTURE SHOWING ALL ROOMS ON EACH FLOOR OF THE BUILDING, INCLUDING BASEMENTS. PLEASE LABEL EACH ROOM AS TO ITS USE, AND SHOW LOCATION OF DOORS AND ANY STAIRS BETWEEN FLOORS.
- SITE PLANS** FOR CA'S MUST SHOW SETBACKS FROM PROPERTY LINES TO PROPOSED STRUCTURES, LOCATION OF DRIVEWAYS, WATER SUPPLIES/LINES AND ANY EASEMENTS. SITE PLANS MUST BE PRE-APPROVED BY PENDER COUNTY BUILDING INSPECTIONS.
- OTHER REQUIRED ADDITIONAL DOCUMENTS** SUCH AS TRI-PARTY AGREEMENTS, EASEMENTS, DESIGN PLANS AND SPECIFICATIONS, ETC. SOME OF THESE DOCUMENTS MUST BE APPROVED BY PCEH AND RECORDED WITH THE PENDER COUNTY REGISTER OF DEEDS PRIOR TO ISSUANCE OF THE CA.

Check All Sections That Apply:

IMPROVEMENT PERMIT SECTION #

EVALUATION OF THE SITE AND SOIL FOR SEPTIC SYSTEM SUITABILITY

- IMPROVEMENT PERMIT (Up to 600 GPD/5 bdrms or less).....\$300
- IMPROVEMENT PERMIT (Over 600 GPD).....\$600
- REPAIR EXISTING SYSTEM.....(NO FEE)

EACH SITE EVALUATION CONSISTS OF UP TO 2 ACRES PER FEE.

***FOR SUBDIVISIONS/RECOMBINATIONS AND OFFSITE PROPOSALS A FINAL PLAT OR PLAN, APPROVED BY PENDER COUNTY PLANNING AND ZONING, MUST BE SUBMITTED WITH THE APPLICATION. OTHER DOCUMENTS, AS APPLICABLE, MAY BE REQUIRED.**

CONSTRUCTION AUTHORIZATION SECTION #

A CONSTRUCTION AUTHORIZATION IS NEEDED TO OBTAIN A BUILDING PERMIT AND INSTALL A SEPTIC SYSTEM

- CONSTRUCTION AUTHORIZATION (NEW CONSTRUCTION, EXPANSION, RELOCATION, REVISION).....\$300
- CONSTRUCTION AUTHORIZATION\$600
- REPAIR EXISTING SYSTEM.....(NO FEE)

ALL PARCELS, EASEMENTS, DECLARATIONS, ETC. MUST BE RECORDED PRIOR TO ISSUANCE OF A CONSTRUCTION AUTHORIZATION.

ENGINEERED OPTION PERMIT SECTION #

- ENGINEERED OPTION SEPTIC PERMIT (Up to 600 GPD).....\$180
- ENGINEERED OPTION SEPTIC PERMIT (Over 600 GPD).....\$360

AUTHORIZED ON-SITE WASTEWATER OPERATOR AOWE PERMIT SECTION #

- AUTHORIZED ON-SITE WASTERWATER OPERATOR AOWE.....\$35

WELL PERMIT SECTION #

- NEW PRIVATE WELL PERMIT (FEE IS \$250 + COST OF SAMPLING KIT).....\$320
If the well will serve more than one purpose (example: drinking water supply AND geothermal), indicate so on page 1 under "Describe your project".
- WELL REPAIR/ REPLACEMENT PERMIT..... \$100 ABANDONMENT PERMIT..... (NO FEE)

EXISTING SYSTEM AUTHORIZATION SECTION #

ONLY APPLICABLE WHEN THERE IS NO INCREASE IN WASTEFLOW

- EXISTING SYSTEM AUTHORIZATION (FIELD VISIT REQUIRED).....\$100
(Additions, Outbuildings, Upfits, Constructing or placing a new or used facility on a site with existing septic)
- EXISTING SYSTEM AUTHORIZATION (IN-OFFICE AUTHORIZATION).....\$25
- MOBILE HOME PARK SPACE RECONNECTION (PER SPACE)..... \$100

SIGNATURE SECTION

TOTAL AMOUNT DUE: \$ _____ RECEIPT # _____

**THIS APPLICATION MUST BE SIGNED BY THE CURRENT OWNER OF THE PROPERTY OR SUBMIT PERMISSON LETTER FROM PROPERTY OWNER.
ANY CHANGES TO APPLICATION INFORMATION, SITE PLANS OR ACCOMPANYING DOCUMENTS WILL REQUIRE NEW APPLICATION AND ADDITIONAL FEES. ANY UNAPPROVED CHANGES MAY VOID YOUR PERMIT.**

I AM THE PROPERTY OWNER OR THE PROPERTY OWNER'S LEGAL REPRESENTATIVE. I HAVE READ THIS APPLICATION AND AUTHORIZE THE PCHD TO ENTER THE PROPERTY AND PERFORM THE SERVICE(S) REQUESTED.

OWNER (SIGNATURE): _____ DATE: _____

KEEP THIS PAGE

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.

Pender County Health Department - Environmental Health Division

PHONE: 910-259-1233

APPLY ONLINE : <https://ep1selfservice.pendercountync.gov/energovprod/selfservice#/home>

GENERAL INFORMATION

- ❑ PERMITS / AUTHORIZATIONS ARE SUBJECT TO REVOCATION IF THE SITE PLAN, PLAT, OR INTENDED USE CHANGES OR IF THE SITE IS ALTERED OR THE SOIL AREA IS DISTURBED. ANY CHANGES TO THE INFORMATION SUBMITTED WITH THE APPLICATION MUST BE APPROVED BY PCEH AND MAY REQUIRE A NEW APPLICATION AND FEE.
- ❑ NO REFUNDS WILL BE GIVEN FOR SERVICES THAT ARE ALREADY RENDERED OR INITIATED.
- ❑ IN ORDER FOR AN APPLICATION TO BE PROCESSED AND A FIELD VISIT TO BE SCHEDULED, PAYMENT AS INDICATED IN THE INDIVIDUAL SECTIONS MUST ACCOMPANY THE APPLICATION. IN SOME CASES, ADDITIONAL FEES WILL BE REQUIRED DUE TO THE SYSTEM TYPE OR SIZE OR BECAUSE DIFFERENT PERMITS ARE NEEDED. IF ADDITIONAL FEES ARE REQUIRED, THEY MUST BE PAID PRIOR TO ANY FURTHER PROCESSING OF THE APPLICATION.
- ❑ IF AN IP AND WELL APPLICATION ARE SUBMITTED TOGETHER AND THE IP IS DENIED, THE APPLICANT WILL HAVE THE OPTION OF A WELL FEE REFUND OR A WELL PERMIT ISSUED WITHIN 30 DAYS OF THE APPLICATION DATE. IF THE WELL PERMIT IS ISSUED, THE APPLICANT WILL NOT HAVE THE OPTION OF A FEE REFUND.
- ❑ A PERMIT MUST BE ISSUED PRIOR TO ANY CONSTRUCTION OR REPAIR OF A WELL OR A WASTEWATER SYSTEM.
- ❑ A FINAL INSPECTION OF THE WELL AND WASTEWATER SYSTEM MUST BE COMPLETED AND APPROVED BY THE PCHD STAFF PRIOR TO PLACING EITHER INTO USE OR OCCUPYING A NEW HOME.
- ❑ THE APPLICANT IS RESPONSIBLE FOR REQUESTING A FINAL WELL INSPECTION AFTER THE PUMP INSTALLER HAS COMPLETED THE PUMP INSTALLATION AND THE WELL HAS BEEN CHLORINATED.
- ❑ YOU MUST CONTRACT WITH A WELL CONTRACTOR WHO HOLDS A VALID NC CERTIFICATION (A LIST IS AVAILABLE).
- ❑ YOU MUST CONTRACT WITH A SEPTIC CONTRACTOR WHO HOLDS A VALID NC CERTIFICATION (A LIST IS AVAILABLE).
- ❑ EVERY APPLICATION FOR A CONSTRUCTION AUTHORIZATION MUST BE ACCOMPANIED BY EITHER A VALID IMPROVEMENT PERMIT OR BY AN APPLICATION FOR AN IMPROVEMENT PERMIT.
- ❑ ANY CHANGES THAT ARE PROPOSED FOR AN EXISTING PERMIT WILL REQUIRE A NEW APPLICATION AND FEE FOR A REVISION.
- ❑ FOR AN IMPROVEMENT PERMIT, IF A PROPOSED HOUSE SITE IS NOT MARKED IN THE FIELD, A LOCATION WILL BE ASSIGNED BY PCHD STAFF BASED ON THE SUBMITTED SITE PLAN.
- ❑ APPLICATION EXPIRES IF NO ACTIVITY HAS BEEN TAKEN WITHIN 12 MONTHS. A NEW APPLICATION AND FEES MUST BE RESUBMITTED.

EXPIRATION OF PERMITS / AUTHORIZATIONS

WELL PERMITS:	5 YEARS
EXISTING SYSTEM AUTHORIZATIONS:	1 YEAR
IMPROVEMENT PERMITS:	5 YEARS WHEN A SITE PLAN IS SUBMITTED; NO EXPIRATION WHEN APPROVED PLAT* IS SUBMITTED
CONSTRUCTION AUTHORIZATIONS:	5 YEARS MAXIMUM OR WHENEVER THE ACCOMPANYING IMPROVEMENT PERMIT EXPIRES, WHICHEVER COMES FIRST.
MHP SPACE AUTHORIZATIONS:	1 YEAR

*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.

KEEP THIS PAGE

**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 all existing and proposed structures and driveway with setbacks to property lines.
 - Location of all surface waters, wells (including geothermal), water lines and/or other water supplies.
 - Your preferred site for the septic system and well.
- Please stake out any proposed structures, including porches and decks, 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 septic field areas, as it is possible to damage sites beyond use.
- After the site is permitted, please do not allow any disturbance of the area designated for the drainfield. Damaged soil areas will likely cause your permit to be revoked! It may be necessary to temporarily fence off the permitted soil area in some cases to insure it is not damaged during construction.
- Backhoe pits may be required to complete soil evaluations in some situations.

NOTICE - It is important that you fill out 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 for a revision will be required, so please be sure the information given is correct.

The property address is what we use to track and file our applications. When inquiring about your application, please have the address available. If an address is not yet assigned, please have subdivision and lot # available. The PIN number may also be used. It is found in the upper right-hand corner of our application.

SETBACKS FOR SEPTIC SYSTEMS

WELL	100ft *
BUILDING FOUNDATION, FOOTING	5ft
PROPERTY LINE	10 ft *
WATER LINE	10 ft
SWIMMING POOL	15 ft
STRUCTURE w/NO FOUNDATION (decks, carports, pole sheds, homes on stilts, etc.)	5ft from vertical drip line
WS-I STREAM/ SA WATERS / CLASS I RESERVOIR	100ft
POND, STREAM OR SURFACE WATER	50ft
STORMWATER DETENTION POND	50 ft
EMBANKMENT, EXCAVATION (>2 feet)	15 ft
INTERCEPTOR DRAIN, FOUNDATION DRAIN, STORMWATER DIVERSION	10ft upslope 15ft sideslope 25ft downslope
GROUNDWATER LOWERING DITCHES	25ft
OTHER NITRIFICATION FIELDS	20ft

- 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 utility easements, rights of way, etc. Systems may not cross property lines onto another parcel, even if owned by the same person, unless an approved, recorded easement is in place.

SETBACKS FOR WELLS:

SEPTIC SYSTEM	100 ft *
SEWER LINES	50ft *
BUILDING FOUNDATIONS	25 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. Shared wells are not eligible for a setback reduction to a septic system/repair area.

Septic Application Requirements

1. Complete and signed application from property owner or legal representative. If applicant is not the owner of the property, a signed and dated letter from the property owner shall be submitted.
2. Site Plan or Plat: (drawn on the site plan with dimensions)
 - a. Existing or proposed facilities, structures, appurtenances and existing wastewater systems
 - b. Location of proposed/desired wastewater area
 - c. Existing and proposed vehicular traffic areas
 - d. Existing and proposed water supplies, wells, springs and any water lines to be installed
 - e. Surface waters, drainage features, and all existing and proposed artificial drainage

Applications without the required information will not be accepted

The property must be staked in the field per the site plan. If property is not staked, the evaluation will not be performed.

DOCUMENTATION TO AUTHORIZE AN OWNER'S LEGAL REPRESENTATIVE

Applications for permits require the "signature of the owner or owner's legal representative" (15A NCAC 18A .1937). If the owner does not sign the application himself or herself, they can submit any one of the following documents to designate their legal representative:

- 1. Power of Attorney
- 2. Real Estate Contract
- 3. Estate executor
- 4. Bankruptcy trustee
- 5. Court ordered guardianship

In the absence of the above documentation, the property owner may provide the local health department with documentation that designates a legal representative. A property owner may:

- 1. Complete this form to document his or her legal representative, or
- 2. Provide his or her own form that contains the information in this form.

If there are multiple property owners, then all property owners must sign the form that designates a legal representative.

By signing a form that designates a legal representative for purposes of 15A NCAC 18A .1937, the property owner authorizes that representative to act on their behalf in matters pertaining to the application and permitting process, including signing or receiving any application, document or permit. The owner retains full responsibility to meet all permit conditions specified by the local health department.

I, _____, am the legal owner(s) of the property located at _____, identified as PIN (Parcel Identification Number) _____, located in XXXXX County, North Carolina.

I do hereby authorize (print legal representative/company name) _____, _____, to act as an agent on my behalf in applying for/signing/obtaining any of the documents described below.

- Application for Improvement Permit (IP) / Authorization to Construct (AC)
- Improvement Permit (IP) / Authorization to Construct (AC)
- Application for soil-site evaluation (new/repair)
- Application/permit for private drinking water well/well abandonment
- Application for Compliance Inspection

I agree to abide by all decisions and/or conditions between the legal representative acting on my behalf and the _____ County Department of Public Health, Environmental Health Division.

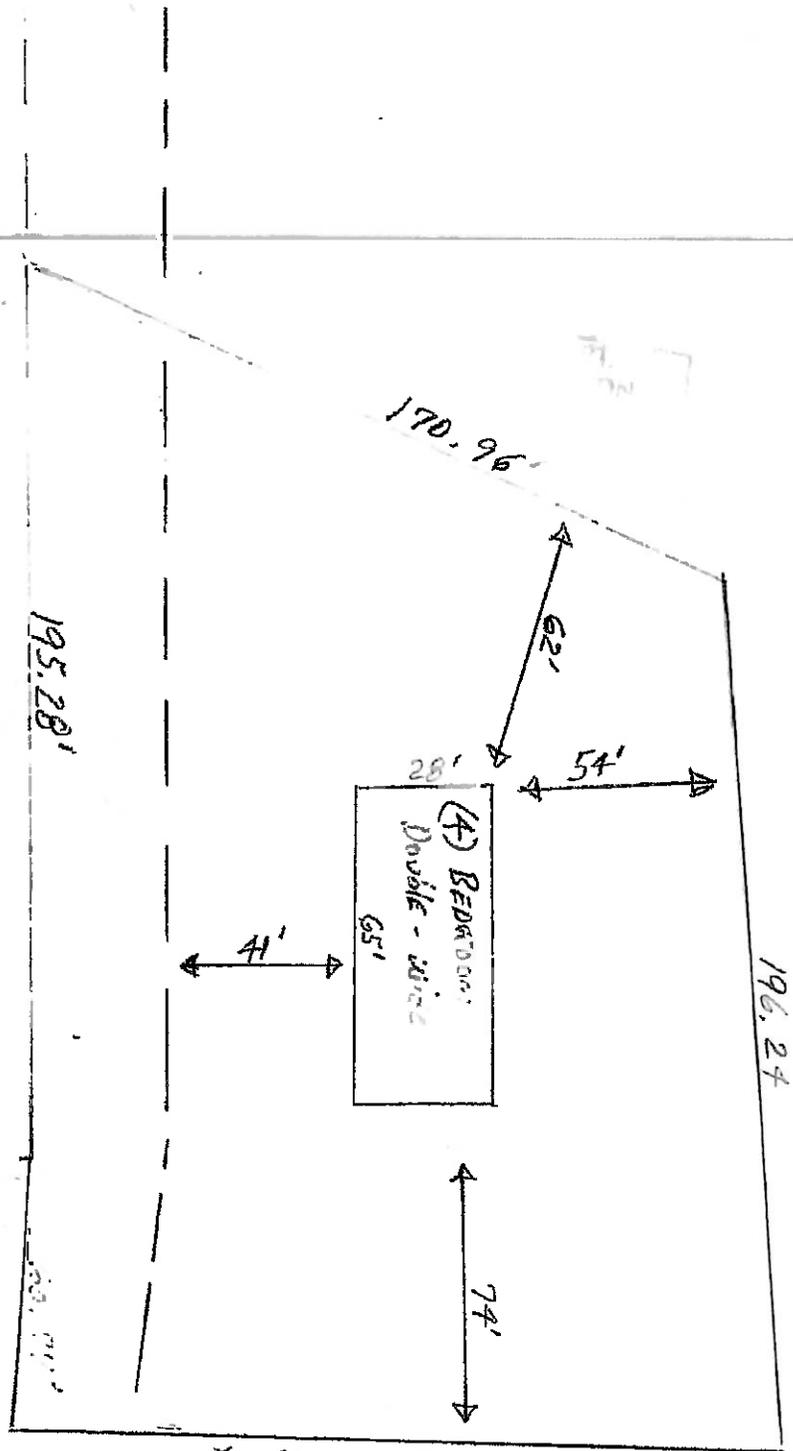
Signature of Owner(s)

Date

Signature of Witness

Date

SURVEY REFERENCE:
DEED BOOK 1982 AT PAGE 172,
PIN: 2257-84-6840-0000
REMANANT OF LOT 3, MAP BOOK 27 AT PAGE 140,
PENDER COUNTY REGISTRY



115.40'