

## To complete this application you will need:

- **A map of the property to be evaluated**

This map can be obtained from Land Records Office, down the hall from this office, 2nd door down on right.

- **10 digit parcel number for the property**

This number can be obtained from Land Records Office, down the hall from this office, 2nd door down on right.

- **A proposed site plan for the property**

- You can use the attached site plan worksheet or submit your own
- See sample site plan on last page of application
- Please follow the instructions on the site plan worksheet
- It is important that you be specific about locations of structures, driveways, wells, etc. or we cannot properly evaluate your site

***All checks can be made Payable to: Beaufort County Health Department***



Beaufort County Health Department  
 Environmental Health Section  
 220 North Market Street  
 Washington, NC 27889  
 (252) 946-6048

FOR OFFICE USE ONLY	
Received	_____
Receipt #:	_____
Called	_____
File #	_____

**IMPROVEMENT PERMIT AND/OR CONSTRUCTION AUTHORIZATION APPLICATION**

Improvement Permit

Construction Authorization

Applicant: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

Owner: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

State Road Number: \_\_\_\_\_ 10 Digit Parcel # (GPIN): \_\_\_\_\_ Property Acreage: \_\_\_\_\_  
 Date Parcel Originally Deeded and Recorded: \_\_\_\_\_ Property Address(if repair): \_\_\_\_\_  
 Subdivision (if applicable) \_\_\_\_\_ Lot #: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_

Directions to property: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Wastewater System Request:**  New Evaluation and IP (\$150.00)  Construction Authorization (has valid IP) (\$125.00)  
 Flow addition or Expansion (\$150.00)  Repair (\$50.00)

Facility Type (House, Restaurant, Office, shop, business etc.): \_\_\_\_\_

Number of bedrooms: \_\_\_\_\_ Number of Occupants: \_\_\_\_\_ If Expansion, current Number of Bedrooms \_\_\_\_\_

If Non- Residential Structure: Number of seats: \_\_\_\_\_ Number of Employees: \_\_\_\_\_ Other: \_\_\_\_\_  Not applicable

Basement?  Yes  No Basement Fixtures?  Yes  No

Crawl Space?  Yes  No Slab Foundation?  Yes  No

Is a grinder pump proposed before the septic tank?  Yes  No

Type of Water Supply:  Private well  Municipal/Public Water  Shared Well

Are there any existing wells, springs, or existing waterlines on this property?  Yes  No

If applying for a Construction Authorization, please indicate desired system type(s):

Accepted  Conventional  Innovative  Other \_\_\_\_\_  Any

If the answer to any of the following questions is "yes", applicant must attach supporting documentation.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the site contain any jurisdictional wetlands?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is any wastewater going to be generated on the site other than domestic sewage?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the site subject to approval by any other public agency?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are there any easements or right of ways on this property?

*I have read this application and certify that the information provided herein is true, complete, and correct. Authorized county and state officials are granted right of entry to conduct necessary inspections to determine compliance with applicable laws and rules. I understand that I am solely responsible for the proper identification and labeling of all property lines and corners and making the site accessible so that a complete site evaluation can be performed or a revisit fee will be assessed and all fees are non-refundable. **I understand that if the information in the application is falsified, changed, or the site is altered, then the Improvement Permit and/or Construction Authorization shall be invalid. I understand that the permit is valid for either 60 months or without expiration depending upon documentation submitted. (complete site plan = 60 months; complete plat = without expiration)***

**\*\*Check Box if you would like permit/correspondence emailed to you.\*\***

\_\_\_\_\_  
 Property owner's signature (required)

\_\_\_\_\_  
 Date

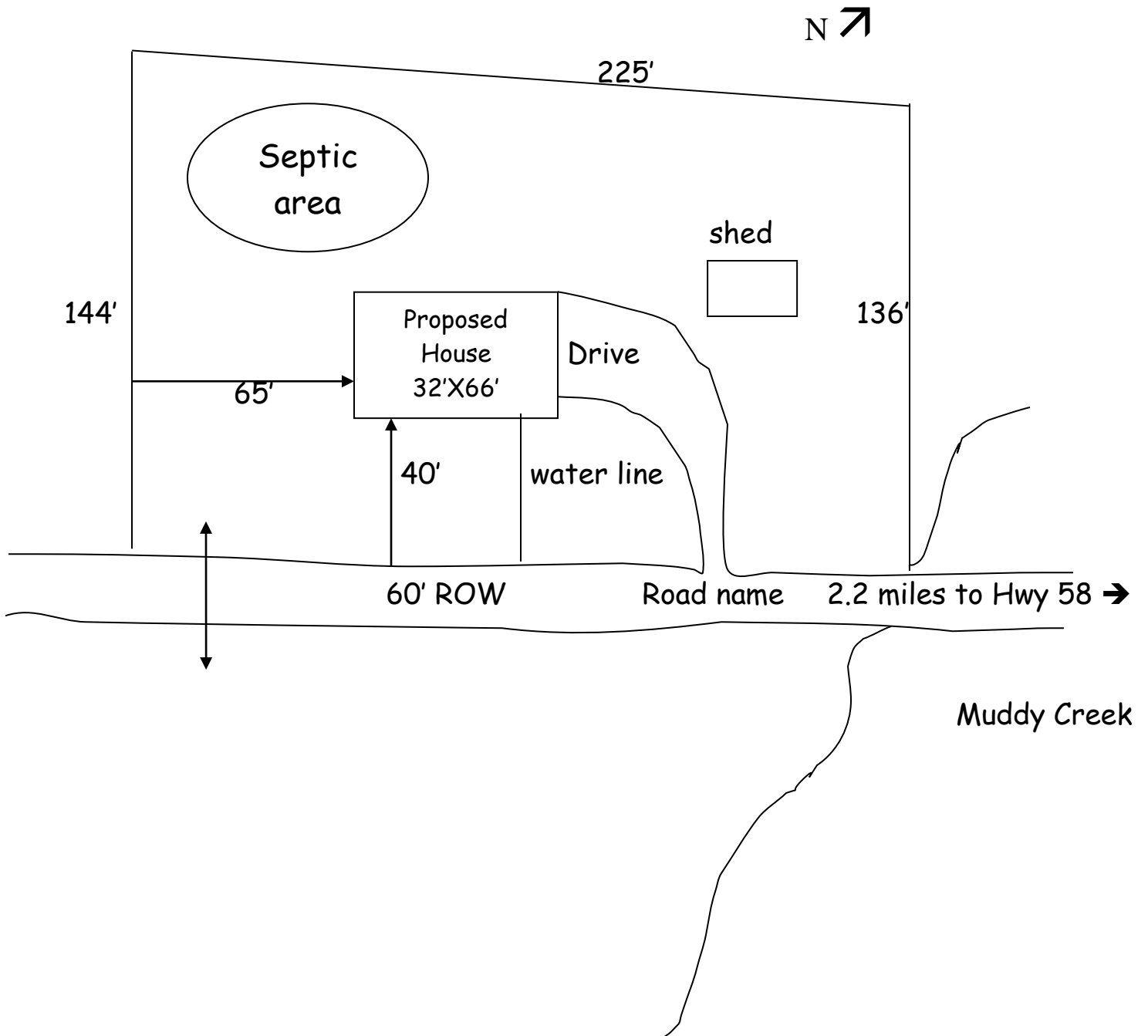
\_\_\_\_\_  
 Applicant's signature (required)

\_\_\_\_\_  
 Date

**\*Must provide documentation to support claim as owner's legal representative.**

## Example Site Plan

This example was prepared to assist you in drawing your own site plan.  
Without your site plan we cannot perform the site evaluation. If you  
have any questions, please call us at  
(252) 946-6048



### SITE PLAN WORKSHEET

Place a mark (X) beside each item that has been indicated on your site plan, incomplete site plans will be returned to you for completion. Remember: **Your property will not be scheduled for an evaluation until we have received a completed application, site plan, and all proposed items are marked on the property.**

- \_\_\_\_\_ - The dimensions of the property.
- \_\_\_\_\_ - The proposed location of all structures (e.g.: facility, wells, water lines, outbuildings, pools).  
Show the distances from the road and the side property line to all structures. Be sure and give the dimensions for all the structures. If you are unsure as to the structure size, please show the dimensions of the MAXIMUM area of the lot that you anticipate the structure will cover.
- \_\_\_\_\_ - The site you would prefer your septic system to go in.
- \_\_\_\_\_ - The preferred driveway location.
- \_\_\_\_\_ - The proposed well location if applicable
- \_\_\_\_\_ - A north arrow or other sufficient directional indicator.
- N/A \_\_\_\_\_ - Any proposed structures or improvements to the property such as garages, workshops, pools, etc.  
**If there are none, circle "N/A"**
- N/A \_\_\_\_\_ - The location of any existing septic tank systems and wells on your property and on the adjoining property within 100' of your property line. **If there are none, circle "N/A"**.
- N/A \_\_\_\_\_ - The location of any easements or rights of way on the property. **If there are none, circle "N/A"**.
- N/A \_\_\_\_\_ - The location of any designated wetlands on the property. **If there are none, circle "N/A"**
- \_\_\_\_\_ - surface water, drainage features, and all existing and proposed artificial drainage, as applicable

USE THIS SPACE TO DRAW YOUR SITE PLAN OR USE SEPARATE PAGE AND ATTACH :

# Preparing your property for evaluation:

- **For new system evaluations:**
  - Property must be cleared (mowed, bush-hogged, etc.) to permit easy access. This may require mowing tall weeds in a field or cutting bushes and limbing trees in a wooded area. If wooded lots are cleared, it is very important not to disturb existing soil or reshape lots in any way. Clearing with heavy equipment should only be done in dry conditions. Disturbance of soil may cause sites to be unsuitable for a septic system or may require a more expensive system. A permit that has been issued could be revoked due to site disturbance or construction in the area permitted for the septic system or repair area.
  - Property corners must be flagged with provided yellow flags. All survey irons must be identified prior to calling for the site evaluation. If owner/agent cannot find irons, then a licensed surveyor should be hired by the owner/agent to identify irons.
  - Property must be identified by a marker on the road frontage.
  - Any designated wetlands must be identified prior to this evaluation. You are advised to check with Army Corps of Engineers at (252) 975-3025 and CAMA at (252)946-6481
  
- **For repair evaluations:**
  - Place a yellow flag at the septic tank and another at the driveway.
  - Please indicate on the application what type of problem you are having. (backing up in house, in yard, at tank, etc.)

## ***Once you have properly prepared the site for evaluation:***

- ***Contact Environmental Health at (252)946-6048***
- ***If you do not call back, your site will not be scheduled for inspection***
- ***Failure to prepare property may result in additional fees***

Please note:

The septic system and any other improvements or conditions shall be installed and maintained as indicated on the permit issued. This permit shall in no way be taken as a guarantee or implied warranty that the septic system will function for any given period of time or that representatives of the Health Department assume any liability for related damages, consequential or direct, which are caused or which may be caused by a malfunctioning of such system.