



Permit # _____

Fee: _____

Receipt # _____

Application for Improvement Permit and/or Authorization to Construct

Improvement Permit

Authorization to Construct

APPLICANT INFORMATION

Current Property Owner

Mailing Address/City/State/Zip

Preferred Email Address

Home/Work Phone

Parcel ID/PIN _____

Acreage/Lot Size: _____

Date *current* parcel was originally deeded & recorded (date since last property line change – not change in ownership): _____

Property Address/City/Zip

Subdivision Name/Lot #/Phase

Gate Code

DEVELOPMENT INFORMATION

Type of Facility: House SW Mobile Home

New Septic for Single Family Residence

Expansion of Existing System

Non-Residential Type of Structure

Re-Evaluation/Move Septic or Well

Residential Specifications

DW Mobile Home Modular Other _____

Number of bedrooms: _____ Number of Occupants _____

If expansion: Current number of bedrooms: _____ Desired # _____

Will there be a basement? Yes No

Plumbing fixtures in Basement? Yes No

Non-Residential Specifications:

Type of business: _____

Total Square footage of Building: _____

Maximum number of employees: _____

Maximum number of seats: _____

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

New Well Existing Well Shared Well Public Well Municipal Spring

If applying for authorization to Construct, please indicate desired system type.

(systems can be ranked in order of your preference)

Accepted Alternative Conventional Innovative Other: _____ Any

The Applicant shall notify the local health department upon submittal of this application if any of the following apply to the property in question. If the answer to any question is "yes", application must attach supporting documentation.

Yes No

Does the site contain any jurisdictional wetlands?

Yes No

Does the site contain any existing wastewater systems?

Yes No

Is any wastewater going to be generated on the site other than domestic sewage?

Yes No

Is the site subject to approval by any other public agency?

Yes No

Are there any easements or rights of way on this property?

Yes No

Are there any current or pending restrictions regarding groundwater use?

Yes No

Are there any variances regarding well construction or location?

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. I understand that it is my responsibility as the applicant to prove the location and size of an existing septic system. I further understand that destruction of the system by me or my designees is in no way the fault of the Environmental Health Department of the Foothills Health District.

Application and the application fees paid will be valid for a period of (12) twelve months from the date of receipt. After (12) months, the application is void and the fee is non-refundable.

Date: _____

Property owner's or Owner's Legal Representative * Signature (required)

* Must provide documentation to support claim as owners legal representative

FH 4001.066 (12/04/2023)

Survey plat to scale* submitted Scaled* site plan submitted Unscaled site plan submitted *scale of 1"= no more than 60'

Site Plan Form

Instructions To Applicant: The Environmental Health Specialist cannot begin the evaluation process until all property lines and the proposed home or building are staked and flagged with dimensions.

**** SEE REVERSE FOR EXAMPLE OF COMPLETED SITE PLAN FORM ****



IF THE INFORMATION IN THE APPLICATION FOR AN IMPROVMENT PERMIT IS FALSIFIED, CHANGED OR THE SITE IS ALTERED, THEN THE IMPROVEMENT PERMIT AND AUTHORIZATION TO CONSTRUCT SHALL BECOME INVALID.

I hereby agree that the information shown is correct to the best of my knowledge.

_____ Date _____

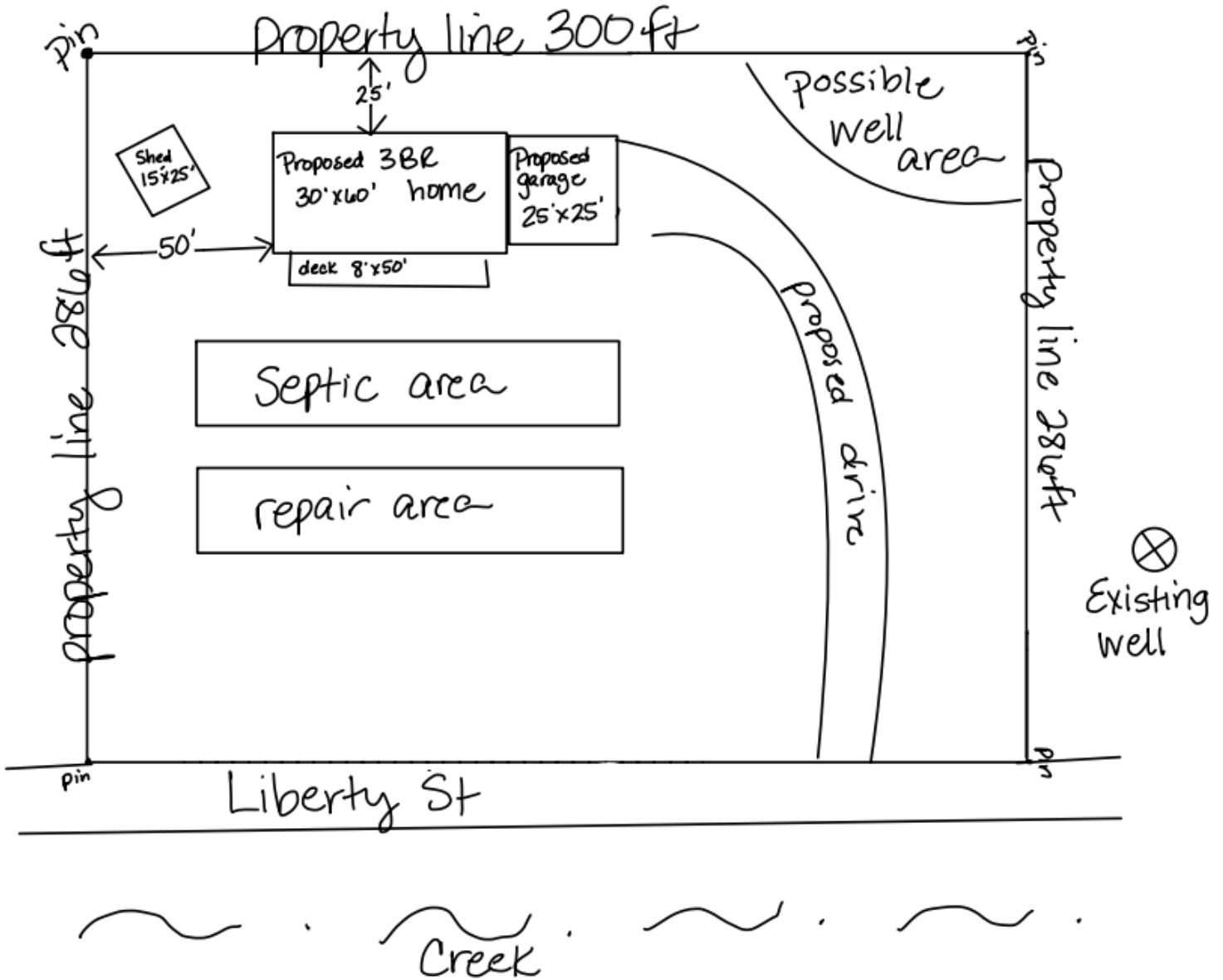
Property owner's or Owner's Legal Agent Representative (Signature Required)

Must provide documentation to support claim as owners legal representative.

Rutherford County Health Department
221 Callahan Koon Rd.
Spindale, NC 28160
(828) 287-6317
Email: rutherfordenv@foothillshd.org

McDowell County Health Department
408 Spaulding Rd.
Marion, NC 28752
(828) 652-2921
Email: mcdowellenv@foothillshd.org

EXAMPLE SITE PLAN



Site plan must show:

- all property lines
- proposed structures including house, garage, sheds, carports, pools, etc
- proposed and existing wells and springs
- neighboring septic systems and water supplies within 50' of property
- bodies of water such as streams, lakes, ponds, etc
- existing and proposed roads and drives



Instructions for Applicant

In order to make the best use of your time and assist the staff in completing applications quickly we ask that the items provided below be completed prior to visit. By completing these items it reduces the time on site and the need for return visits. We appreciate your cooperation. ****Please be advised that a revisit fee may be assessed if a site visit is made and items are not completed. The fee will be based on the current fee schedule.**

1. I have completed the “Application for Improvement Permit/Authorization to Construct”.
2. I have provided a survey of the property.
3. I have marked all property corners and boundaries.
***** Note: All property corners, lines, and boundaries must be clearly marked. It is recommended that visible flagging be used every 50 feet.***
4. I have located all wells, springs, and surface waters on the property or within 50’ of the property.
5. I have completed the Site Plan Form, showing all property lines, proposed structures, wells and springs, including neighboring septic systems and water supplies, drawn as closely to scale as possible.
6. I have staked all proposed structures in their exact location on the site, including driveway.
***** Note All proposed structures including decks, porches, garages, driveway, etc. must be staked out on the site with stakes or flags. The specialist must be able to identify these proposed structures before the site evaluation can be performed.***
7. I have cleared undergrowth on the property to the point that there is visibility for at least 50 feet from any one location.
8. I understand that no grading shall be performed before issuance of permit.
9. I have dug backhoe pits as described on the site plan example. (See Test Pit Information Page)
10. I understand that if above items are not completed, and a site visit is made, I may be assessed a revisit fee.

I agree to complete the requirements listed above in preparation for a soil/site evaluation prior to scheduling an appointment. An IP/AC for which a plat is provided with certain site specific features shall be valid without expiration and an IP/AC for which a site plan is provided shall be valid for 60 months from the date of issuance.

Your application and the application fees paid will be valid for a period of (12) twelve months from the date of receipt. After (12) twelve months, the application is void and the fee is non-refundable. Within the twelve months, you may request in writing a refund for the application fee. If the fee payment cannot be verified by our records, you must provide an original receipt.

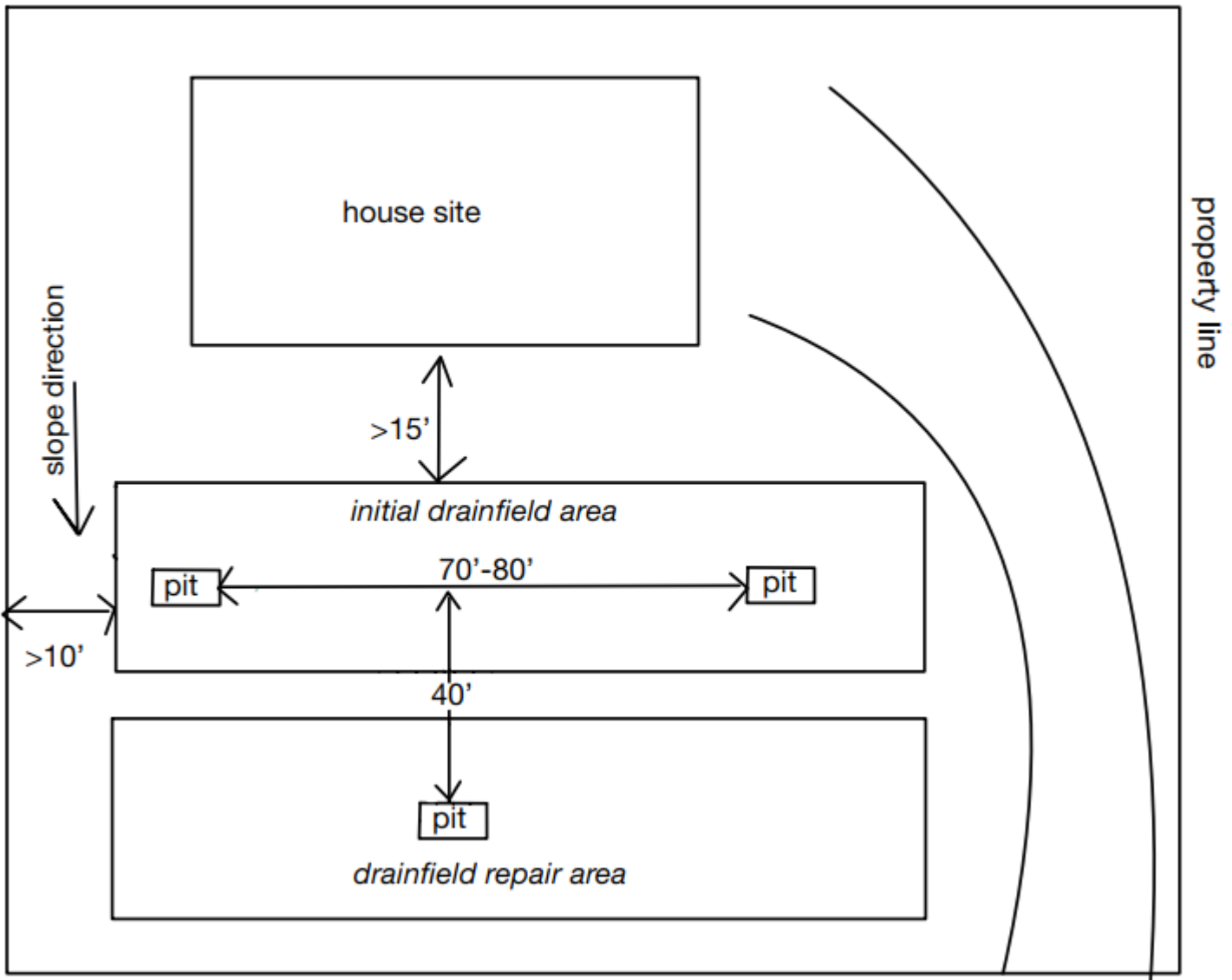
Applications and application fee payments may not be transferred, sold, or assigned.

Signature

Date

Detailed directions to property from the Health Department:

TEST PIT INFORMATION



- It is recommended that pits are dug by a certified septic installer as incorrectly dug pits can potentially leave a site unsuitable for a septic system and subject the applicant to a revisit fee.
- Pits must be 4' deep by roughly 3' wide.
- Pits must be on contour. This means that the machine sits sideways on the hill and digs along the slope rather than up and down. Failure to dig pits on contour may ruin the space for future drain lines.
- It is recommended that on one end, pits have a step or ramp to allow the inspector (or animals) to safely enter and exit the pit.
- Each proposal should have 3-4 pits, with two in the proposed initial drain field and at least one in the proposed repair area. The diagram above is typical for many gravity septic systems. However, as lots vary, a septic installer can be helpful in finding the best proposed areas. An average 3 bedroom system is 80-120' along the slope by 20-30' up and down the slope. Ideally, the pits are spread out in the general area, no less than 50' apart.
- Pit should not be within 15' of home site, 10' of property line, 15' of a cut or ditch, 50' of a well or proposed well area, or 50' of a creek or other body of water. Pits cannot be in any right-of way.