



Dear Applicant,

In order for your lot to be evaluated by the Person County Health Department, the following steps must be followed in order to comply with State Law (G.S. 130A-336).

Please complete the following:

1. Complete the appropriate application(s). All applications must be filled out completely. Each application will be valid for 6 months from the date of application.
2. A plat of the property shall be provided. This may be a tax map or from a Registered Surveyor.
3. A site plan of the property for the proposed use shall be provided. You may use the Site Plan Worksheet provided. The site plan should show any proposed structures (house, decks, garages, etc.) drawn with dimensions; two distances from any property lines, should locate all structures on site plan.
4. Prepare the site in accordance with the attached lot preparation instructions.
5. Applications must be completed and fees paid prior to evaluation of your property.
6. When your lot is prepared and ready for evaluation, please mail or deliver the confirmation form to the Environmental Health office. We will evaluate your proposed request and notify you by phone or mail when it is complete.
7. Before you can be issued an Improvement Permit, you must provide a copy of the recorded plat and the specific Tax Map and Parcel Number of the lot.
8. The Improvement Permit issued pursuant to this application shall not be affected by change in ownership, provided that the site and facility the wastewater system serves are unchanged. Improvement permits are valid for a period of 60 months from date of issuance.
9. It is understood that any permits issued are subject to suspension or revocation if the site plans or the intended use changes, or if information in this application is falsified or changed.

If you have any questions, please feel free to contact us by phone at (336) 597-1790 or visit our office located at 325 S. Morgan St., Suite C, Roxboro, N.C. The Environmental Health office hours are between 8:30 a.m. and 5:00 p.m.

Respectfully,

Harold Kelly, L.S.S., R.S.  
Environmental Health Supervisor