



### *Applying for an Improvement Permit (Septic System Permit)*

The Person County Health Department is responsible for issuing septic system and well permits. Lots are evaluated and permits are issued in accordance with North Carolina rules and regulations governing septic systems (15A NCAC 18A.1900). Improvement Permits are required prior to obtaining Planning and Zoning or Building permits.

In order to obtain an Improvement Permit an applicant must:

- 1) **Complete an application for an Improvement Permit and submit the appropriate fee** (\$200.00 or \$300.00 if design flow is equal or greater than 600 gallons/day).
- 2) **Submit a plat and site plan.** A survey of the property or tax map, along with a site plan is required and must include dimensions of the property and the proposed location of all structures. *See 'Site Plan' information sheet for additional information.*
- 3) **Prepare the lot for an evaluation and submit a signed 'Lot Preparation' form.** A lot must be easily accessible and properly marked before an evaluation can be conducted. *See 'Lot Preparation' form for specific requirements.*

### *Evaluation/ Permitting Process*

#### **Site Evaluation**

A site evaluation is conducted by a county Environmental Health Specialist to determine whether soil and site conditions meet State requirements for the permitting of a septic system. The site evaluation involves making numerous soil borings across the property, documenting soil characteristics and landscape features, and insuring that there is adequate space for the system and a future system repair.

#### **Improvement Permit (IP)**

If a lot meets the requirements for the installation of a septic system, the Environmental Health Specialist will issue an *Improvement Permit*. The issuance of an *Improvement Permit* verifies that a system can be installed on the property and specifies the type and size of the septic system.

If the evaluation indicates that the property does not meet the minimum soil/site requirements for the installation of a septic system, the property is classified as *Unsuitable* and a denial letter is issued. The denial letter explains the specific reasons for the *Unsuitable* classification and provides information regarding the appeal process.

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## **Construction Authorization (CA)**

When an *Improvement Permit* is issued, it is usually accompanied by a *Construction Authorization*. The CA includes a site sketch and detailed information regarding the proposed system type, location, and construction requirements. A septic system contractor will need this information to provide cost estimates and to properly install the system.

There is an additional fee required for the *Authorization to Construct*. The fee is dependent on the type of system permitted and currently ranges from **\$150.00** to **\$500.00**. The fee for the *Construction Authorization* must be paid prior to the issuance of any other required county permits (Planning and Zoning/ Building Permit).

## **Operation Permit**

An *Operation Permit* is issued once the system has been installed and inspected by the Person County Health Department. An *Operation Permit* verifies that the system has been installed properly and in accordance with the Improvement Permit and Construction Authorization. The *Operation Permit* must be issued before Building Inspections can conduct a final inspection and issue a *Certificate of Occupancy*.

## **Well Permit**

If a property is served by a private well, a *Well Permit* will be issued along with the *Improvement Permit* and the *Authorization to Construct*. A *Well Permit* authorizes a registered well driller to construct a well on the property. The proposed well location will be shown on the site sketch that accompanies the Construction Authorization. The well must be inspected and approved before Building Inspections can conduct a final inspection and issue a *Certificate of Occupancy*. The *Well Permit* fee is **\$300.00** for a new well and **\$200.00** for a replacement well.

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### ***Additional Information:***

- If an application for an *Improvement Permit* is submitted for a proposed lot, the applicant must mark the *proposed property lines* in the field and on the submitted site plan. If a site evaluation indicates that the property will support a septic system, the Environmental Health Specialist will flag the location of the proposed septic drain field. Once the property lines and septic area have been surveyed, and the property has been recorded and assigned a tax map and parcel number, the *Improvement Permit*, *Construction Authorization*, and *Well Permit* can be issued.
- All permits expire 5 years from the date issued. A non-expiring *Improvement Permit* requires a plat prepared by a surveyor showing the location of the house, well and septic system.
- Applications are processed in the order received. An application becomes *inactive* when additional information, site preparation, or surveying is required prior to completing the evaluation or permitting process. After 90 days an inactive application becomes invalid and fees are forfeited.

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