



# ALAMANCE COUNTY ENVIRONMENTAL HEALTH APPLICATION FOR SERVICES

Received date: \_\_\_\_\_  
 Amount rec'd: \_\_\_\_\_  
 Payment type: \_\_\_\_\_  
 Initials: \_\_\_\_\_

SEPTIC SERVICES REQUEST	FEE
<input type="checkbox"/> Improvement Permit w/ 5 year expiration (Complete pages 1, 2, 5, 6 & 8) <input type="checkbox"/> Improvement Permit w/ no expiration (Complete pages 1, 2, 5, 6 & 8) <input type="checkbox"/> Improvement Permit for expansion of existing septic system (Complete pages 1, 2, 5, 6 & 8) <input type="checkbox"/> Improvement Permit for change of use (Complete pages 1, 2, 5, 6 & 8) <input type="checkbox"/> Improvement Permit for wastewater system relocation (Complete pages 1, 2, 5, 6 & 8)	\$290 - \$425
<input type="checkbox"/> G.S. 130A-335(a2) Improvement Permit only (Complete pages 1 & 2) <input type="checkbox"/> G.S. 130A-335(a2) Improvement Permit & Construction Authorization (Complete pages 1 & 2) <input type="checkbox"/> G.S. 130A-335(a2) Construction Authorization only (Complete pages 1 & 2)  <p>I understand that the documentation and fees, as required in G.S. 130A-335(a2), (a3), (a5), and (a6), attached to this application are to be used to issue an Improvement Permit and/or Construction Authorization pursuant to G.S. 130A-335(a2), (a3), and (a5). I understand that authorized county and state officials are granted right of entry to the property indicated on this application to conduct necessary inspections to determine compliance with applicable laws and rules. I understand that if the information in the application for an Improvements Permit and/or Construction Authorization is falsified, changed, or the site is altered, then the Improvement Permit and Construction Authorization shall become invalid.</p> <p style="text-align: center;">_____ Signature _____ Date</p>	*See fee schedule*
<input type="checkbox"/> Engineered Option Permit (Professional engineer site evaluation & septic system design) <input type="checkbox"/> Authorized On-site Wastewater Evaluator Permit	\$35
<input type="checkbox"/> Construction Authorization (Improvement permit needed prior to this) (Complete pages 1, 2, 5, 6 & 8) <input type="checkbox"/> Offsite Supply Line Network (Type IV Systems)	\$275 - \$2025
<input type="checkbox"/> Existing Septic System Inspection (Complete pages 1, 4, 5, 6 & 8)	\$150
<input type="checkbox"/> Septic System Repair Permit (Complete pages 1, 2, 3, 5, 6 & 8)	\$0
<input type="checkbox"/> Permit Revisit/Revision ( <b>Speak with Staff</b> )	\$60 - \$150

Tax Map Number: \_\_\_\_\_ GPIN: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 City State Zip

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 City State Zip

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Directions to Property: \_\_\_\_\_

Please submit applications to:  
 Mail application to: Environmental Health Section 1946 Martin Street, Burlington, N.C. 27217  
 OR  
 Email to: [EH.admin@alamancecountync.gov](mailto:EH.admin@alamancecountync.gov) (We will call for payment)  
 Contact us by Email or Phone (336) 570-6367 or our website [www.alamance-nc.com](http://www.alamance-nc.com)  
**We accept cash, checks, money orders & credit cards. Please make checks payable to: Alamance County Health Department**



# ALAMANCE COUNTY ENVIRONMENTAL HEALTH APPLICATION FOR SERVICES

## IMPROVEMENT PERMIT - CONSTRUCTION AUTHORIZATION - REPAIR

SUBDIVISION or MOBILE HOME PARK NAME: \_\_\_\_\_ LOT: \_\_\_\_\_

Residence:  House  Mobile Home  Modular Number of Bedrooms: \_\_\_\_\_ Number of Occupants: \_\_\_\_\_

Basement:  Yes  No Plumbing Fixtures in Basement?  Yes  No

Water Supply:  Public Water  New Private Well  Existing Private Well  Shared Well

Maximum dimensions (length x width) of building(s): \_\_\_\_\_

### Business/Other

(Please describe; i.e.: days/hours of operation, type of wastewater generated, etc...): \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Number of Seats: \_\_\_\_\_ Number of Shifts: \_\_\_\_\_ Number of People: \_\_\_\_\_

### PLEASE CHECK IF APPLICABLE:

- Site contains existing wastewater systems
- Site contains existing wells, springs, or water lines
- Site is subject to approval by other agencies
- Site contains easements or rights-of-way
- Property contains designated wetlands
- Underground utilities on property?

*(If any of these are checked, please show on the site plan)*

### REQUESTED SEPTIC SYSTEM TYPE:

- Conventional
- Accepted system
- Alternative system
- Innovative system
- No Preference
- Other: \_\_\_\_\_

*(Check only one or rank in order of preference)*

**NOTICE: Persons requesting site evaluations for septic permits are strongly encouraged to determine and comply with any applicable zoning authority having jurisdiction over the property to be evaluated and comply with any and all requirements which need to be met before any improvements are made to the property. The issuance of a permit by the Health Department in no way guarantees the issuance of any other permits.**

**Before Alamance County Environmental Health can proceed on this application, the following conditions must be met:**

1. All property lines and corners are properly marked on site and easily discernible.
2. Proposed structures are properly marked and visible on site.
3. The area to be evaluated is clear of thick vegetation, debris, etc. and is accessible.
4. All provided information is correct.

**I understand if these conditions are not met, a site revisit fee of \$95 will be charged each time this office is requested to visit the property. In addition, your application for services will be placed in chronological order based on the date the site revisit fee is received in relation to all applications received.**

I have read this application and certify that the information provided herein is true, complete, and correct to the best of my knowledge, and is given in good faith. I understand that any or all permits applied for or granted shall be void if any of the information is incorrect or false. **Permission is granted for Health Department personnel to perform the necessary evaluations, inspections, and services on the property.**

**\*\*\*PLEASE BE ADVISED THAT ALL PAYMENTS ARE FINAL AND NO REFUNDS OR TRANSFER OF FUNDS ARE POSSIBLE. BY SIGNING AND SUBMITTING YOUR PAYMENT, YOU ARE AGREEING TO THESE TERMS AND CONDITIONS. \*\*\***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# ALAMANCE COUNTY ENVIRONMENTAL HEALTH APPLICATION FOR SERVICES

## SEPTIC SYSTEM REPAIR HOMEOWNER INTERVIEW FORM

Installer of System (if known): \_\_\_\_\_ Septic Tank Pumper (if known): \_\_\_\_\_

- Describe the problem with your septic system: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- When did you first notice the problem? \_\_\_\_\_
- Does the problem seem to be linked to a specific event (washing clothes, heavy rains, company coming over, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Number of people who live in the house: \_\_\_\_\_
  - How many adults: \_\_\_\_\_ How many children: \_\_\_\_\_
- What is your average daily water usage? (provide water records if possible) \_\_\_\_\_
- Do you have any water leaks in your home (e.g. running toilet, dripping faucet, etc.)? \_\_\_\_\_
- Do you have a garbage disposal?  Yes  No If yes, how often is it used?
  - Number of times per day: Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_
- When was the septic tank pumped last? \_\_\_\_\_
  - How often do you have it pumped? \_\_\_\_\_
- Do you have a dishwashing machine?  Yes  No If yes, how often is it used?
  - Number of times per day: Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_
- Do you have a washing machine?  Yes  No If yes, how often is it used?
  - Number of times per day Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_
- Do you have a water softener or water treatment system?  Yes  No
  - Where does it drain? \_\_\_\_\_
- Do you use an "in the tank" bowl sanitizer?  Yes  No
- Are any household cleaning chemicals put down the drain?  Yes  No
- Are any chemicals (paint, thinners, etc.) disposed down the drain?  Yes  No
  - What kinds? \_\_\_\_\_
- Do you have an underground lawn-watering system?  Yes  No
- Has any interior/exterior site work been done to the house such as landscaping, remodeling, etc.?  Yes  No
  - Please explain: \_\_\_\_\_
- Are there any underground utilities on your lot?  Yes  No  
If yes:  Power  Phone  Cable  Gas  Water



# ALAMANCE COUNTY ENVIRONMENTAL HEALTH APPLICATION FOR SERVICES

## EXISTING SEPTIC SYSTEM INSPECTION

Existing septic system approval for:  Home Replacement  Building Addition (deck, storage building, swimming pool)  
 Survey Plat  Migrant Housing  Restore electrical service

Water Supply:  Public Water  New Private Well  Existing Private Well  Shared Well

Type of existing or previous structure:  House  Mobile Home  Modular  Business

Number of existing bedrooms for this site if applicable: \_\_\_\_\_ Number of employees: \_\_\_\_\_

### If there is an existing septic system and you are replacing a home please provide:

Type of proposed structure:  House  Mobile Home  Modular  Business  
Number of proposed bedrooms on this site: \_\_\_\_\_ Number of occupants/employees: \_\_\_\_\_

Will it have a basement?  Yes  No Dimensions (length x width): \_\_\_\_\_

### If there is an existing septic system and you are adding a structure or addition such as a garage, pool, etc.:

Type of proposed structure: \_\_\_\_\_ Dimensions (length x width): \_\_\_\_\_

Will it have a bathroom?  Yes - 1/2 Bath  No

### Please provide the following information to help expedite your application:

Name(s) on septic system permit: \_\_\_\_\_

Other (name of builder, septic system installer, date of installation, etc.) \_\_\_\_\_

### If moving a mobile home in a mobile home park, please provide:

Name of Mobile Home Park \_\_\_\_\_

Lot Number \_\_\_\_\_

### Before Alamance County Environmental Health can proceed on this application, the following conditions must be met:

- 1) All property lines and corners are properly marked and easily discernible.
- 2) Proposed improvement (home, deck, pool, shop, or other structure) are properly marked and visible.
- 3) The area to be evaluated is clear of thick vegetation, debris, etc. and is accessible.

**I understand if these conditions are not met, a site revisit fee of \$95 will be charged each time this office is requested to visit the property. In addition, your application for services will be placed in chronological order based on the date the site revisit fee is received in relation to all applications received.**

I have read this application and certify that the information provided herein is true, complete, and correct to the best of my knowledge, and is given in good faith. I understand that any or all permits applied for or granted shall be void if any of the information is incorrect or false.

**Permission is granted for Health Department personnel to perform the necessary evaluations, inspections, and services on the property.**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***\*Prior to Environmental Health visiting the lot – call 811 to mark all utilities\****



**ALAMANCE COUNTY ENVIRONMENTAL HEALTH  
APPLICATION FOR SERVICES**

**PROPER PHOTOGRAPHIC IDENTIFICATION IS REQUIRED**

I certify that I am the owner, have contracted to purchase, or have been contracted by the owner of the property to provide a service on the property referenced herein and that such service requires a permit issued by the Alamance County Health Department for the following permits: Soil/Site Evaluation- Improvement; Authorization to Construct; Well Permit; Manufactured Home Park Permit; Existing Wastewater System Inspection; Water Sample; Tattoo; Swimming Pool; Swimming Pool Plan Review; Food Services, Child Care, Rest Home, etc., Food Service Plan Review and Permit.

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
(Applicant)

Mailing Address \_\_\_\_\_

Agency/Firm \_\_\_\_\_

Property Owner \_\_\_\_\_  
(If different From Applicant)

I certify that all of the information set forth on this form is accurate.

\_\_\_\_\_  
(Signature)

**FOR OFFICE USE ONLY**

**ID** \_\_\_\_\_  
(NC Driver's License or Photo ID)

**Verified By** \_\_\_\_\_  
(Initial)



## ALAMANCE COUNTY ENVIRONMENTAL HEALTH APPLICATION FOR SERVICES

### 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 Alamance County 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 Alamance County Health Department.

I \_\_\_\_\_, am the legal owner(s) of the property located at \_\_\_\_\_, identified as PIN (Parcel Identification Number) \_\_\_\_\_, located in Alamance 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/permit for Improvement Permit (IP) / Construction Authorization (CA)
- Application/permit for Well Permit/Well Abandonment Permit/Well Repair Permit
- Application for Permit Revisit/Revision
- Application for Existing System Check
- Application for Water Samples
- Application for Well Camera/Thermoplastic Camera Inspection

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

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

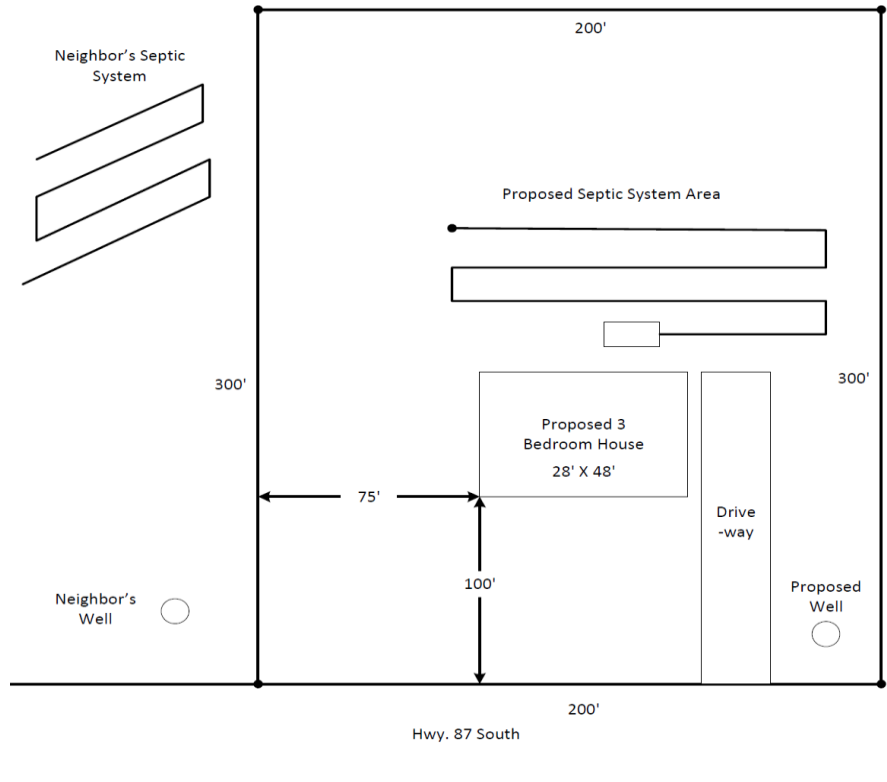
\_\_\_\_\_  
Date



# ALAMANCE COUNTY ENVIRONMENTAL HEALTH APPLICATION FOR SERVICES

## SAMPLE SITE PLAN

If applying for an Improvement Permit, Construction Authorization, Septic System Repair, Existing Septic System Inspection, or a Well Permit, you will be asked to provide a "Site Plan." See the sample below.



- 1) To obtain an Improvement Permit that is **valid for 5 years:**  
 A site plan (does not have to be a scale) or a survey plat of the property that shows:
  - The dimensions of the property.
  - The proposed location of the structure(s) and its dimensions. Include setbacks from the road and the side property line. If the structure size is unknown, please show the MAXIMUM dimensions you anticipate the structure will cover.
  - The preferred driveway location.
  - Other or future improvements to the property such as a garage, workshop, pool, etc.
  - The location of existing septic systems and wells on property and neighboring properties within 100' of property line.
  - The location of any easement or rights of way on the property.
  - The location of any designated wetlands on the property.
  
- 2) To obtain a **non-expiring** Improvement Permit you must show either:
  - A) A survey plat of your lot prepared by a Registered Land Surveyor where a scale of one inch equals no more than sixty feet and shows:
    - The dimensions of the property.
    - The specific location of structure(s) to be put on the property.
    - The site for the proposed wastewater system.
    - The location of water supplies and surface waters.

OR
  - B) If your lot has already been recorded at the Register of Deeds Office (336-570-6565); a copy of the recorded plat along with a site plan that is drawn to scale, containing all the information requested in number 1 above.



# ALAMANCE COUNTY ENVIRONMENTAL HEALTH APPLICATION FOR SERVICES

## SITE PLAN

See Alamance County GIS Website