

DAVIDSON COUNTY SEPTIC TANK PERMITTING INFORMATION

(Effective July 1, 2017)

THERE ARE TWO TYPES OF PERMITS REQUIRED

1. **IMPROVEMENT PERMIT** – An Improvement Permit advises whether or not the site selected can be approved for a subsurface wastewater treatment and disposal system. This type of permit ***is not an authorization to apply for a building permit or to install the septic tank system.***
2. **AUTHORIZATION TO CONSTRUCT** – An Authorization to Construct (ATC) is the permit that allows approval for building permits and/or installation of a septic tank system for new construction.

THE APPLICATION

- An application is required for both the Improvement Permit and the Authorization to Construct. The ATC can be applied for at the time of the Improvement Permit application or at a later time. An ATC **cannot** be applied for unless there is a current application for an Improvement Permit or a valid Improvement Permit exists. **IF PLANNING TO BUILD OR PLACE A MANUFACTURED HOME ON THE CURRENT LOT WITHIN THE NEXT 5 YEARS, THE IMPROVEMENT PERMIT AND ATC SHOULD BE APPLIED FOR AT THE SAME TIME.**
- The application fee for a new Improvement Permit is as follows:
 - **\$200.00** for a septic tank system with a daily design flow equal to or less than 600 gallons per day.
 - **\$300.00** for a septic tank system with a daily design flow from 601 gallons per day to 1500 gallons per day.
 - **\$500.00** for a septic tank system with a daily design flow equal to or greater than 1501 gallons per day.
- Once issued, the Improvement Permit can be transferred to a new applicant/property owner at no additional charge, provided the lot/land boundaries do not change and no changes in design occur to necessitate re-evaluation of the site.
- The application fee for an Authorization to Construct is a follows:
 - **\$100.00** if applied for at the time of an Improvement Permit application.
 - **\$160.00** if applied for at any other time.
- The fee for an Authorization to Construct application can only be refunded if the Improvement Permit is denied.
- **ALL APPLICATIONS MUST HAVE THE SIGNATURE OF THE CURRENT PROPERTY OWNER OR THE PROPERTY OWNER'S LEGAL REPRESENTATIVE.** If for any reason the owner cannot sign the application, the owner must give **written permission (signed by the owner)** for someone else to apply.
- **APPLICATIONS AND FEES ARE VALID FOR 1 YEAR FROM DATE OF SUBMISSION. APPLICATIONS THAT EXPIRE MAY BE REINSTATED WITHIN 60 DAYS OF EXPIRATION BY PAYING 25% OF THE ORIGINAL FEE. THE PAYMENT OF THIS FEE WILL GRANT A 60 DAY EXTENSION TO THE 1 YEAR VALIDITY OF THE APPLICATION. IF THE APPLICATION IS NOT ACTED UPON WITHIN THE 60 DAY EXTENSION PERIOD, THE INDIVIDUAL MUST RE-APPLY AND PAY 100% OF THE ORIGINAL FEE.**
- The application for **Improvement Permit** must contain the following information
 - Property owner and applicant information: name, address, telephone number, etc.
 - Property location information: **Township, map, lot number** (This can be found on the tax bill, tax office, or on the tax department web site.), directions to the property, etc.
 - Structure information: # of bedrooms, # of occupants, # of employees, etc.
 - Description of existing and proposed facilities and structures.
 - The date the site will be prepared (property corners & structures staked).
 - A map of the property
 - A site plan or plat of the property.

A **site plan** is a drawing not necessarily drawn to scale that shows the property boundaries with dimensions, the location of the proposed facility and other proposed structures, the location of driveways, the site for the proposed wastewater system, the location of proposed or existing wells, the location of proposed or existing utilities, the location of any easements or right-of-ways, the location of any surface waters, and any other feature that could affect septic tank system location. (See Example)

A **plat** is a property survey prepared by a registered land surveyor, drawn to a scale of one inch equals no more than 60 feet, which includes the specific location of the proposed facility and appurtenances, the site for the proposed wastewater system, and the location of water supplies and surface waters.

- The application for Authorization to Construct must contain all information listed above and the **following more specific information:**
- A **site plan** drawn to a scale of **1" = 100 ft. or less**, drawn by the property owner/applicant or licensed surveyor, indicating the location of the proposed facility, appurtenances, and the site for the system showing setbacks to the property line(s) or other fixed reference point(s).
- The **type of wastewater disposal system** preferred. A sheet will be provided that lists current approved systems in North Carolina to assist in making a decision.

PREPARING THE SITE FOR EVALUATION FOR AN IMPROVEMENT PERMIT OR ATC

- **All corners** of the property must be clearly marked with stakes; if the property is larger than 1 acre, the property lines should be flagged. The stakes should be 30 inches high and marked with brightly colored paint or ribbon. Colored ribbon is available purchase at the Davidson County Environmental Health office at a cost of \$1.00 per roll.
- The **exact** location and size of the house/structure must be clearly **staked off on the property**.
- On the application for Improvement Permit/ATC, you **must give the date the site will be ready to evaluate**. Without this information, an application will not be acted upon. The date given should in no way be considered an appointment with the Environmental Health Specialist. The time of the visit will be determined by the Environmental Health Specialist the application is assigned to. The evaluation will not occur **until** after the date given and applications will be processed first come, first serve.
- Post the provided orange sign on the site in plain view from the road to make locating the site easier. Additional signs will be provided as needed for sites that are difficult to find.
- **Sites that are not properly prepared on the date a site visit is made will be assessed and additional \$60 fee prior to any other site visit. Please contact the Environmental Health Specialist at least 24 hours in advance to advise that the lot will not be ready by the date indicated on the application.**