

CARTERET COUNTY HEALTH DEPARTMENT

Fee Received _____
Date Received _____
Received By: _____

3820 Bridges St. Morehead City, NC 28557
Phone: 252-728-8499 Fax: 252-222-7753

Area _____
Priority _____
Staked _____ On-Hold _____

APPLICATION

Improvement Permit, Construction Authorization,
or Private Drinking Water Well

IF INFORMATION IS FALSIFIED, CHANGED OR SITE IS ALTERED, THE IMPROVEMENT PERMIT AND/OR AUTHORIZATION TO CONSTRUCT SHALL BECOME INVALID. PERMIT IS VALID FOR 60 MONTHS OR WITHOUT EXPIRATION DEPENDING UPON DOCUMENTATION SUBMITTED.

Type of Application(s): _____ Residential (____ house ____ MH) _____ Multifamily
_____ Non-Residential (Type _____)
_____ New Construction _____ Repair _____ Existing _____ Expansion _____ Change of Use
_____ Tap-In _____ Other (describe) _____
_____ Private Drinking Water Well (required prior to C.A. when community water not available)

Owner Information

Name: First _____ Last _____
Address 1: _____
Address 2: _____
City: _____ State: _____ Zip: _____
Home Ph: _____ Work Ph: _____ Mobile Ph: _____
Contact By: _____ Home Ph _____ Work Ph _____ Mobile Ph
Fax: _____ Email: _____
Organization: _____

Applicant Information If same as owner: _____ Yes

If no, complete this section and provide owners statement.

Name: First _____ Last _____
Address 1: _____
Address 2: _____
City: _____ State: _____ Zip: _____
Home Ph: _____ Work Ph: _____ Mobile Ph: _____
Contact By: _____ Home Ph _____ Work Ph _____ Mobile Ph
Fax: _____ Email: _____
Organization: _____

Parcel (Site) Location

Parcel ID: _____
Address: _____ City: _____
Subdivision: _____
Lot _____ Phase _____ Section _____ Block _____ # of Acres _____

Improvement Permit Requested: (only for New Construction, Expansion, Change of Use)

_____ 5 years: Site plan only (Improvement Permit valid for 5 years from issue date)
_____ Indefinite: Plat required showing proposed structures and appurtenances, and proposed system and repair (Improvement Permit valid without expiration)

If applying for Authorization to Construct: Indicate order of desired system types

_____ Conventional (Includes Accepted Systems) _____ Alternative _____ Innovative _____ Other

CARTERET COUNTY HEALTH DEPARTMENT
3820 Bridges St. Morehead City, NC 28557
Phone: 252-728-8499 Fax: 252-222-7753
APPLICATION

Complete only for type that applies to request:

Single Family: _____ #Bedrooms _____ #Occupants _____ Square Footage
Multi-Family: _____ # Buildings _____ Units/Building _____ #Bedrooms/Unit _____ #Occupants/Bdrm.
Non-Residential: Type Facility _____ (see supplement to application)
 Information required: _____

Proposed or Existing Water Supply: _____ Private Well _____ Shared Well
 _____ Municipal _____ Community

Applicant must inform Local Health Department if any of the following apply and attach supporting documentation (if applicable).

Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Previous permit evaluation or denial | <input type="checkbox"/> Zoning approval |
| <input type="checkbox"/> Wastewater, other than domestic | <input type="checkbox"/> Existing well on property |
| <input type="checkbox"/> Site subject to approval by other public agency | <input type="checkbox"/> Existing septic tank system |
| <input type="checkbox"/> Designated wetlands | <input type="checkbox"/> Stump holes/buried debris |

<u>Proposed</u>	<u>Existing</u>	<u>Comments</u>
<input type="checkbox"/>	<input type="checkbox"/>	Additional structures on property _____
<input type="checkbox"/>	<input type="checkbox"/>	Buried Utility Lines _____
<input type="checkbox"/>	<input type="checkbox"/>	Underground Fuel Tanks _____
<input type="checkbox"/>	<input type="checkbox"/>	Slab foundation _____
<input type="checkbox"/>	<input type="checkbox"/>	Crawlspace foundation _____
<input type="checkbox"/>	<input type="checkbox"/>	Garbage grinder _____
<input type="checkbox"/>	<input type="checkbox"/>	Swimming pool _____
<input type="checkbox"/>	<input type="checkbox"/>	Water lines _____
<input type="checkbox"/>	<input type="checkbox"/>	Right of ways _____
<input type="checkbox"/>	<input type="checkbox"/>	Easements _____
<input type="checkbox"/>	<input type="checkbox"/>	Grading or soil removal _____
<input type="checkbox"/>	<input type="checkbox"/>	Basement with plumbing _____
<input type="checkbox"/>	<input type="checkbox"/>	Basement without plumbing _____

Additional Information: _____

****Application will be returned after sixty (60) days if Carteret County Environmental Health has not been notified that site is staked and accessible. Fees paid for application are forfeited when application is returned to applicant or agent.**

I have read this application and certify 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 staking of all property lines and corners and making the site accessible so a complete site evaluation can be performed.

 Property owner's signature (REQUIRED)
 or authorized agent (with completed Owner's Statement)

 Date
 Brochure received _____

Property Owner (print)

Pin # (Parcel Identification Number- 15 digits)

Property Location

Provide a site plan that accurately represents the application attached.

Site sketch shall include:

- *accurate diagram of property with dimensions**
- *proposed building that includes dimensions and setbacks to at least two property lines**
- *proposed area or existing wastewater system**

- *roads bordering property**
- *driveway and parking areas**
- *wetlands, ditches, water bodies**
- *proposed or existing wells or water lines**

Separate survey, site plan or plat attached.

Owner/Agent/Applicant Signature

Date



CARTERET COUNTY HEALTH DEPARTMENT

3820 Bridges Street, Suite A, Morehead City NC 28557

J.T. Garrett, Ed. D., M.P.H.

OWNER'S STATEMENT

TO: The Environmental Health Division

SUBJECT: Authorization for Representation and Permission to Access Property

I, _____, hereby authorize _____ to act as my representative in the process of application for an on-site wastewater system permit for the property listed below:

Location: _____ PIDN # _____

In addition to the above, the Environmental Health Division has my permission to access the above listed property.

Should you need additional information, please advise.

Owner's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Owner's Signature: _____ Date: _____

CARTERET COUNTY ADVISORY FORM

Owner: _____

Owner's Phone: _____

Owner's Mailing Address: _____

OR (with valid owners statement attached)

Agent: _____

Agent's Phone: _____

Agent's Mailing Address: _____

Site Address: _____

Parcel Identification Number (PIN): _____

Local Government Jurisdiction: _____

Proposed Development: _____

I understand that application for septic evaluation does NOT grant approval for development. I understand that it is my responsibility to contact the local jurisdiction to determine if the proposed development is allowed.

I have received the contact numbers and addresses for governmental agencies of the local jurisdictions and other government agencies that I may need to contact prior to any land disturbance.

I understand as agent it is my responsibility to provide a copy of this information to the owner and/or the prospective buyer.

Signature of Owner

Date

Signature of Agent

Date

***** Contact information for governmental agencies on back *****

CONTACT INFORMATION FOR CARTERET COUNTY

This information is designed to outline the different agencies you may need to contact prior to any land disturbance or development.

Any proposed development must be reviewed by the local jurisdiction for compliance with local ordinances and regulations. Additionally, you must consult with any state or federal agency with jurisdiction over the proposed development.

<u>Local Jurisdiction</u>	<u>Address-Town Hall</u>	<u>Phone Number</u>
Atlantic Beach	125 W. Fort Macon Road	(252) 726-4456
Beaufort	215 Pollock Street	(252) 728-2141
Bogue	121 Chimney Branch Road	(252) 393-3055
Cape Carteret	102 Dolphin Street	(252) 393-7901
Carteret County	Courthouse Square, Beaufort	(252) 728-8497
Cedar Point	427 Sherwood Avenue	(252) 393-2753
Emerald Isle	7500 Emerald Drive	(252) 354-3338
Indian Beach	1400 Salter Path Road	(252) 247-3344
Morehead City	706 Arendell Street	(252) 726-6848
Newport	200 Howard Boulevard	(252) 223-3733
Peletier	501 Whitehouse Fork Road	(252) 393-8666
Pine Knoll Shores	100 Municipal Circle	(252) 247-4353
County Building Inspections	728-8496	
County Planning	728-8497	

State Agencies

Division of Coastal Management – 400 Commerce Avenue, Morehead City, NC, (252) 808-2808. Contact if any land disturbance or proposed development along the water.

NC Department of Environment & Natural Resources (DENR) – Land Quality & Water Quality Division, Wilmington, NC, (910) 796-7215. Contact of disturbing more than one acre of land.

Website for NC Government Agencies: www.dlr.enr.state.nc.us

Federal Agencies

US Army Corps of Engineers (USACOE) – 404 Wetlands & Dredging, Wilmington, NC, (910) 251-4811. Contact if you are unsure if you have wetlands on the property or if you are disturbing land within wetlands or proposing dredging.

Preparing for site evaluation:

- **Property shall be accessible.** Clear paths on 25 foot intervals, both horizontally and vertically, allowing clear access throughout property.
- **Property lines clearly marked.** All property lines shall be accurately and visibly flagged (survey may be required). Flagging shall be a minimum of every 50 feet.
- **All building structures clearly staked.** Include decks, porches and other proposed structures.
- **Existing septic systems, wells, and water lines located and staked** (where applicable).

Improvement Permit (IP) – The site is suitable or conditionally suitable for a wastewater system based on the application submitted for the IP. Conditions may be included on the permit that specify site modifications and/or engineered system specifications. An IP is not approval for system installation or issuance of a building permit. Valid for 5 years or indefinitely if approved plat has been provided prior to IP issuance.

Authorization for Construction – Installation of permitted wastewater system can commence. Site and system conditions (if applicable) on the IP have been completed. Building permits may be issued. Valid for 5 years from date on IP or maximum of 5 years from date of issuance with Indefinite IP.

Operation Permit – Wastewater system installation has been completed, inspected and approved by the Environmental Health Division. Conditions for the operation, maintenance and use of the system are included on this permit. Occupancy permits may be issued.

Denial Letter – Property evaluated has been classified as unsuitable. Possible site modifications or alternative systems have been also been considered. Options are provided if available. Informal review by the Department and the right to appeal are available to the owner.

An application for septic evaluation or a wastewater permit does NOT grant approval for development. It is the owners/agent/applicants responsibility to contact other permitting agencies to determine if the proposed development is allowed or if other permitting requirements are applicable.

Local Jurisdiction Phone Number

Atlantic Beach	(252) 726-4456
Beaufort	(252) 728-2141
Bogue	(252) 393-3055
Cape Carteret	(252) 393-7901
Carteret County	(252) 728-8497
Cedar Point	(252) 393-2753
Emerald Isle	(252) 354-3338
Indian Beach	(252) 247-3344
Morehead City	(252) 726-6848
Newport	(252) 223-3733
Peletier	(252) 393-8666
Pine Knoll Shores	(252) 247-4353

Division of Coastal Management (Land disturbance or development along water)
(252) 808-2808

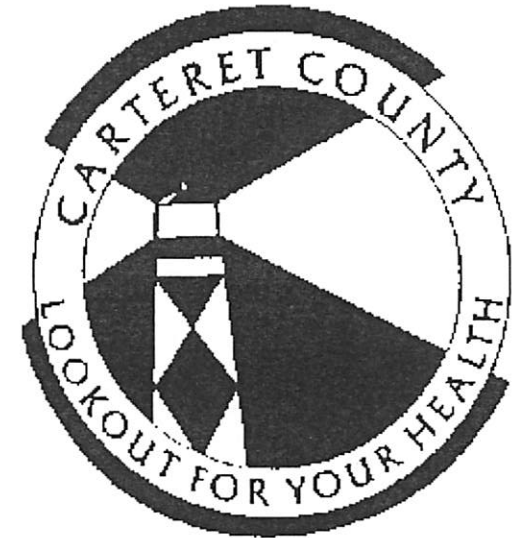
NC Department of Environment & Natural Resources (DENR) – Land Quality & Water Quality Division (Disturbing more than one acre)
(910) 796-7215

US Army Corps of Engineers (USACOE)
404 Wetlands & Dredging (910) 251-4811

NC Government Agencies:
www.dlr.enr.state.nc.us

Environmental Health Permit Application Brochure

Water Protection Division



**Carteret County Health Department
Environmental Health Division
3820 Bridges Street, Suite A
Morehead City, NC 28557**

**Phone (252) 728-8499
Fax (252) 222-7753**

**Website:
www.carteretcountyhealth.com/EH/**

Environmental Health Services - Water Protection

- **Improvement Permit**
- **Construction Authorization**
- **Repair Permit**
- **Satisfactory Existing System**
- **Authorization to Connect**
- **Private Drinking Water Wells – New and Replacement**
- **Bacteriological Water Testing**
- **Petroleum, pesticide and chemical water sampling**

The Environmental Health Specialist staff performs site evaluations to determine a property's suitability for ground absorption sewage treatment and disposal systems. The installation of a wastewater system or alternative ground absorption system involves a three-tier permitting process. Permits issued under this program include an Improvement Permit, Authorization to Construct and an Operation Permit. An Authorization to Construct is required before a Building Permit can be obtained.

An Authorization to Connect inspection is required to reconnect a mobile home or new or relocated house to a wastewater system already on your property. If you are adding onto your home or business or building a detached structure on your property, you will need an existing system inspection. The Authorization to Connect or Satisfactory Existing System approval must be obtained prior to moving a mobile home on a property or any building construction.

Private Drinking Water Well permits are required for the installation of new or replacement drinking water wells. The permit is required before a Building Permit can be obtained.

Petroleum, pesticide, chemical and nutrient water samples are collected by Environmental Health Specialists and sent to the NC Public Health Lab for analysis. An application and the appropriate fee are required. Bacteriological water sample analysis is provided by our water laboratory. The collection bottle may be picked up at the office upon payment of the fee. The sample results are normally available 24 to 48 hours after the sample is set-up.

Application and Fees

The Environmental Health Section charges fees for property evaluations and septic system permits, inspections of existing septic systems, well installation permits and water samples. Applications may be completed and returned with the appropriate fee to the Environmental Health office at:

**Carteret County Health Department
Environmental Health Division
3820 Bridges Street, Suite A
Morehead City, NC 28557**

**Office Hours are 8:00am to 5:00pm,
Monday through Friday**

Applications may also be taken, by appointment, at the Western Office located at 701 Cedar Point Blvd., Cedar Point

For more information or a Western Office appointment, please call (252) 728-8499

**Applications and forms are available at:
www.carteretcountyhealth.com/EH/wastewater.html**

**Fees are available at:
www.carteretcountyhealth.com/EH/feeschedule.html**

Applications must include the property owner's information. Property owners may designate an agent to represent them by completing the owner's statement which is included with the application package.

Real Estate Agents or other agents contracted to act as property representatives must provide a copy of the signed contract verifying owner has acknowledged the agents representation of the property on the application.

Applications will be returned after sixty (60) days if Carteret County Environmental Health has not been notified that the site is staked and accessible. Fees paid for application are forfeited when application is returned to applicant or agent.

Fees are non-refundable once site visit is made.

A re-inspection fee of thirty (30) dollars is required if the lot is not properly cleared and/or staked.