

**MAKE PAYMENT TO: WARREN COUNTY HEALTH DEPARTMENT**

**APPLICATION FOR IMPROVEMENT PERMIT/CONSTRUCTION AUTHORIZATION  
WARREN COUNTY ENVIRONMENTAL HEALTH - 544 W. RIDGEWAY STREET -  
WARRENTON, NC 27589      PHONE (252) 257-1538      FAX (252) 257-4460**

- |  |   |                             |
|--|---|-----------------------------|
| <input type="checkbox"/> <b>New Permit --&gt; \$200.00 - \$250.00</b>    | <input type="checkbox"/> <b>Revision --&gt; \$50.00</b> | <b>TAX PARCEL ID# _____</b> |
| <input type="checkbox"/> <b>Other -----&gt; \$ _____ \$ _____</b>        | <input type="checkbox"/> <b>Well --&gt; \$150.00</b>    | <b>Paid _____</b>           |
| <input type="checkbox"/> <b>Certificate of Compliance --&gt; \$75.00</b> | <input type="checkbox"/> <b>Repair --&gt; No Charge</b> | <b>Date _____</b>           |
| <input type="checkbox"/> <b>Upgrade Permit --&gt; \$125.00</b>           |   | <b>Check _____</b>          |
|  |   | <b>Cash _____</b>           |

I hereby certify that I am the owner, or authorized by the owner to act as his/her legal representation. Furthermore, as legal representative (if applicable) I have advised the owner of my intention to apply for this wastewater treatment and disposal system. I also certify that all of the statements made in this application and any attached documents are true, complete, and correct, to the best of my knowledge and belief, and are made in good faith. If information in the application for improvement permit is falsified, changed or site is altered, then improvement permit and authorization to construct shall become invalid. Authorized county representatives are granted right of entry to make evaluations or inspections, and to release information upon public request.

**I understand that it is my responsibility to contact the Warren County Planning/Zoning office (252) 257-7027 for any possible approval necessary and Warren County Code Enforcement office (252) 257-1305 for your building permit.**

**\* IF YOU HAVE ANY QUESTIONS REGARDING THE COUNTY'S WATER SYSTEM ORDINANCE, FEES, HOOK-UPS, AND THE REQUIREMENT RULES FOR YOUR LOT, YOU MUST CONTACT THE PUBLIC UTILITIES DEPARTMENT (252) 257-3645.**

**SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**\$25.00 Extra trip charge if items #C, D, and E not completed or incorrect on lot and application will be placed in the incomplete application file until these items are completed or corrected. \* See Procedures Page.**

**BEFORE your lot is evaluated by the WARREN COUNTY HEALTH DEPARTMENT you need to furnish the following information:**

- ( ) Yes      (A) Copy of deed to property (**UNLESS RECORDED SUBDIVISION**)
- ( ) Yes      (B) Copy of survey plat. (Show exact location of house or mobile home to scale on survey plat)
- ( ) Yes      (C) Stake off exact location of house or mobile home (as shown on survey plat) and give accurate measurements as shown in example #1 on the following page.
- ( ) Yes      (D) Make sure all property lines are clearly marked and staked off.
- ( ) Yes      (E) Clear underbrush for access to property as well as for proper evaluation of property.
- ( ) Yes ( ) No (F) Property in flood plain area or designated "wetland"
- ( ) Yes ( ) No (G) Will any wastewater generated be other than domestic sewage

1. Applicant \_\_\_\_\_ Address \_\_\_\_\_ Home & Work Phone \_\_\_\_\_

2. Property Owner \_\_\_\_\_ E911 Mailing Address: \_\_\_\_\_ Home & Work Phone \_\_\_\_\_

3. Directions to Property \_\_\_\_\_

- 4. Subdivision Name: \_\_\_\_\_ Lot # \_\_\_\_\_ Section # \_\_\_\_\_
- 5. Septic Tank System will serve: ( ) House ( ) Mobile Home ( ) Business ( ) Other \_\_\_\_\_
- 6. Number of Bedrooms \_\_\_\_\_ Number of People \_\_\_\_\_
- 7. Building will have: ( ) Basement ( ) Plumbing Fixtures in Basement ( ) Concrete Slab Foundation  
( ) Deck ( ) Crawl Space ( ) Future Garage ( ) Workshop ( ) Pool or Other \_\_\_\_\_
- 8. Water Supply: ( ) Private Well ( ) Community Well ( ) County ( ) Other \_\_\_\_\_
- 9. Do you need a Well Permit? ( ) Yes ( ) No **If home is within 500' of County Water Line No Well Permit can be issue.**
- 10. Proposed septic system tank  Conventional/Innovative  Alternative  No Preference  other
- 11. Lot Size: \_\_\_\_\_ Acres or \_\_\_\_\_ Square Feet
- 12. Will a kitchen garbage grinder be installed in kitchen sink? ( ) Yes ( ) No
- 13. Are there any other houses or mobile homes on this tract of land? ( ) Yes -How Many \_\_\_\_\_ ( ) No \_\_\_\_\_

**REPAIR, CERTIFICATE OF COMPLIANCE, UPGRADE - ONLY**

Will any bedrooms be used for other purpose \_\_\_\_\_ Example: Office, Den, \_\_\_\_\_ etc.  
Name of **original** owner who had septic tank system installed and year installed \_\_\_\_\_

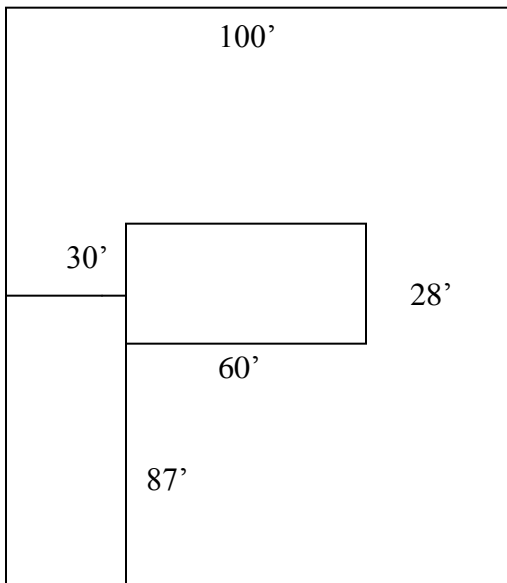
**\* If you do not know who the original owner was, the owner, or authorized person must uncover the distribution box for visual inspection to be done by this department. If you do not have your property original owner information, please contact the Register of Deeds (252) 257-3265 or Tax Assessor office (252) 257-4158**

**\*Applications will remain in "active" status for 2 months after initial site visit by Environmental Health Specialist \* \*\* Improvement Permit is valid for 5 years from date of issue unless otherwise indicated. \*\***

# PROPOSED SITE SKETCH PLAN

Please draw "Proposed Site Sketch Plan" above to show location of house, mobile home, office, etc. Include driveway, garage, decks, workshops, swimming pools, and future projects etc. Please show any existing wells on site or within 50 feet of property lines.

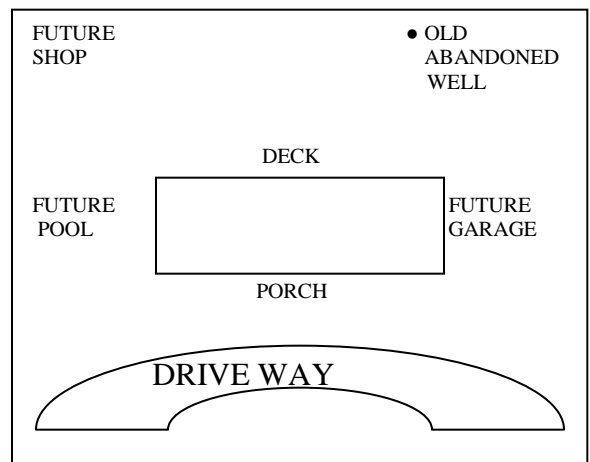
EXAMPLE #1 PLAT DRAWING



SCALE  
1" = 50'

STATE ROAD # 1125

EXAMPLE #2 PROPOSED SITE SKETCH PLAN



STATE ROAD NUMBER

**\*\*\* ENVIRONMENTAL HEALTH PROCEDURES \*\*\***

- ❖ **If there are any problems with site preparations i.e. property lines not marked clearly, house not staked, backhoe needed, etc., the owner/applicant will be notified and have 2 months to resolve the problem and notify Environmental Health. If no action is taken by the owner/applicant after that 2 month time frame, a certified letter will be mailed and from that date the owner/applicant will be given only 2 months to meet all requirements requested by this department. If there is no response the application will be returned and the owner/applicant must reapply and repay Environmental Health fees.**

**IF YOU NEED:**

**SEPTIC PERMIT** (no existing septic system or existing house without a septic system) 

Gravity	Pump
\$200.00	& \$250.00

**1. Application to be filled out COMPLETELY.**

- a. Plat to be submitted with house location drawn to scale. Clearly stake off house location on property. Side property line to house measurement and either front of house to front line or rear of house to rear line measurement needed. **Plat to be at an even scale**, example 1 inch = 60 feet (See ex. #1 on page 2).
- b. Copy of deed (**if not in recorded subdivision**).
- c. All property lines clearly marked (**irons to be marked, not guessed at**).
- d. **If heavy undergrowth or so heavily wooded that topography cannot be seen, need to cut back brush. Do no remove soil.**
- e. Overhead view with future improvements to be shown in box on application
- f. **If all items are not completed \$50.00 per trip** will be charged prior to issuance of permit and application will be placed in the incomplete application file until these items are completed or corrected.

**CERTIFICATE OF COMPLIANCE** (moving one home and replacing with another home and same number of bedrooms in replacement house) **\$75.00.**

1. See Septic Permit /including last 2 questions.
2. Stake off location of new home on property.

**UPGRADING SEPTIC SYSTEM** (adding bedroom(s) to existing house or increasing number of bedrooms in replacement house) **\$125.00.**

1. Same procedure as Certificate of Compliance.
2. New house or addition footprint to be flagged on property.
3. Measurements to property line necessary.

**REPAIR OF SEPTIC SYSTEM- NO CHARGE**

1. Same procedure as Certificate of Compliance.

**WELL PERMIT \$150.00**

1. **No well permit is available if home or business is within 500 feet of County Water line.**
2. For all new construction, the space must to be checked for well permit on **Septic Application line 9.**
3. To replace old well the home **must** be over 500 feet of County Water line.
4. **Any question regarding the hook-up of the County Water Ordinance you must contact Public Utilities (252) 257-3645**

**WATER SAMPLES \$50.00 FOR EACH SAMPLE**

1. Call office for sample

**REVISION OF IMPROVEMENT PERMITS** (changing site plan on existing permit) **\$50.00.**

1. Submit **complete** revised application.