

# Jackson County Department of Public Health

## Application for On-Site Sewage (Septic) Permit

(Application VALID for ONE Year)

### APPLICANT INFORMATION

**Requestee/Buyer:** \_\_\_\_\_ Work Phone: \_\_\_\_\_  
**Address:** \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Current Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_

### PROPERTY INFORMATION

**PIN #:** \_\_\_\_\_ **Street Address of Property:** \_\_\_\_\_  
**Development Name:** \_\_\_\_\_ **Section Phase:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_  
**Directions to Property:** \_\_\_\_\_

### DEVELOPMENT INFORMATION

Please complete all information below for EITHER Residential or Non-Residential:

<p><u>Residential</u> Specifications: (Check all that apply):</p> <p>New Construction: _____ Addition: _____ Mobile Home: _____</p> <p># of Bedrooms: _____</p> <p>Water Supply:          New Well: _____ Existing Well: _____          Community Well: _____ Public Water Supply: _____</p>	<p><u>Commercial/Business</u> Specifications: ***</p> <p>(Specify Type) _____</p> <p><b>***If requesting this service, you must schedule an appointment with an Environmental Health Specialist.</b></p> <p>Water Supply:          New Well: _____ Existing Well: _____          Community Well: _____ Public Water Supply: _____</p>
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### TYPE SERVICE REQUESTED/FEES:

<p><b>ON-SITE SEWAGE: Single Family Dwelling Units</b></p> <p><i>Improvement Permit ONLY</i></p> <p>_____ 2-3 Bedrooms (\$180)      _____ <i>Validation/Authorization to Connect (\$60)</i>          _____ 4-5 Bedrooms (\$300)      _____ <i>Repair Permit (No Fee)</i>          _____ 6-7 Bedrooms (\$420)          _____ &gt; 7 Bedrooms (\$60 per bedroom)</p> <p>_____ <b>Construction Authorization/Operations Permit (\$60)</b>  <b>You must have a Construction Authorization issued Before you can obtain a Building Permit</b></p> <p><i>Improvement Permit/Construction Authorization/Operation Permit:</i></p> <p>_____ 2-3 Bedrooms (\$240)          _____ 4-5 Bedrooms (\$360)          _____ 6-7 Bedrooms (\$480)          _____ &gt; 7 Bedrooms (Add \$60 to Improvement Permit Fee)</p>	<p><b>ON-SITE SEWAGE: Multiple Family Dwelling Units/Commercial-Business</b></p> <p><b>Fee for Commercial Construction:</b> (Based on sewage flow. This fee to be calculated only by an Environmental Health Specialist).</p> <p><b>Improvement Permit</b>          360 gallons or less daily sewage flow.....\$180.00          Each additional 10 gallons of sewage flow..... \$10.00</p> <p><b>Construction Authorization/Operations Permit.....\$60.00</b></p> <p>.....</p> <p style="text-align: center;"><b>(Do not write in area below, to be used by EHS and Office Assistant ONLY)</b></p> <p>\$ _____ Fee for above stated business</p> <p>Signed: _____ EHS/Office Assistant</p>
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My signature below indicates that I have read and understand the conditions/terms as outlined on the INFORMATION SHEET. My signature also certifies that the information I have provided on this application is true and correct to the best of my knowledge, and is given in good faith.

**Owner/Requestee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Jackson County Department of Public Health – Environmental Health Section*  
 538 Scotts Creek Road, Suite 100 . Sylva, North Carolina 28779 . Phone: (828)586-8994 Fax: (828)-586-1207

Jackson County Department of Public Health  
*Environmental Health Section*

*Fact Sheet for On-Site Sewage Program*

**Application/Fees/Refunds**

- The Application/Request for Services is valid for only **one year** from the date of the application is received in the office.
- ***Refunds must be requested within (90) days*** after the date of the Application/Request for Services was made. If no action occurred other than processing the application, all but \$20.00 will be refunded.
- If lot is deemed “unsuitable” and Construction Authorization cannot be issued, 2/3 of the fee charged will be refunded.

**Things To Be Done By The Owner/Agent Prior to Initial Site Visit:**

- Property lines and corners are to be clearly marked.
- Property is to be cleared enough so as to allow for the Environmental Health Specialist to make accurate measurements and site the topography.
- Locate on the ground, the proposed locations for the dwelling unit/business, the driveway, the water supply, and any other construction features that could affect the septic system.
- **PROVIDE PLAT/SURVEY OF THE PROPERTY (THIS SHOULD BE DONE AT TIME APPLICATION IS MADE).**
- **DO NOT ALLOW ANY GRADING OR SOIL DISTURBANCE PRIOR TO THE INITIAL VISIT OF ENVIRONMENTAL HEALTH SPECIALIST.**