

As of February 2023, we have a new gateway for all septic and well permit lookups. Below are detailed instructions on how to best search for these permits.

Start your search by opening [GIS](#) and searching for the property by address or parcel number. This will help you locate the permit in the next steps. From here, open the Real Property tab where you can view the deeds, property owners, and find the REID and PIN #.

It is best to start with the newest search system to ensure you have the most up to date permit in case there were any more recent repairs or changes to the system.

Conduct searches for permits issued 2004+ [here](#).

Under [Advanced Search](#) choose Permits Only on the drop down menu next to Search.

Search using the Site Address, Primary Contact (property owner name Last, First), or Parcel Number (REID and PIN #).

- When searching using site address, only type in the first part of the address (ex: instead of “1200 Spartanburg Hwy, Hendersonville”, simply type in “1200 Spartanburg”).
- REID and PIN # can be located using GIS, try searching using both with no dashes if the permit doesn’t come up.

This will pull up all Henderson County permits. A septic or well permit will say “on-site septic” or “well permit” below the permit number. To find the permit pdf:

1. Click on the blue highlighted permit number.
2. Scroll down and click on “Permit Notes”.
3. The final, completed septic permit should be titled with “OP” or “Operations Permit”.
The final, completed well permit should be titled with “WC” or “Well Completion”.

If there are no results from this system and you have tried searching using the PIN #, REID #, address, and all of the property owners since 2004, and the property was deeded prior to 2004, try the legacy system.

Conduct searches for septic and well permits issued between 1968 and 2004 using the [Legacy Permit Search](#).

Things to note:

- Well permits started in 1991.
- Many of the septic permits from 1979 until 1983 were destroyed (if no attachment is found, there is no permit on file).

Search by:

Owner Name (can be found from deeds)

- Last,First no space, e.g., "Smith,John". Search using previous owners' names. The permit would be under the owner's name at the time of the septic system being put in, not the current owner.
- If you are looking for a business, use periods between each word, e.g., "apple.blossom.estates".
- If you know the builder or installer, try searching using their name.

Directions

- If the property is in a subdivision, start with the subdivision name and then the lot number, (e.g., "Kingswood lot 22"). To find a subdivision name, search the address on GIS, click on Real Property, and if it is in a subdivision, the subdivision name will be listed under Property Description.
- Try the address of the property. Be as brief as possible (ex: "Spartanburg" instead of "1200 Spartanburg Hwy") and try different spellings/abbreviations (ex: "Bobs Creek", "Bob Creek", "Bobs Creek Rd", "Bobs Creek Road"). If this results in a long list of results, you can use the keyboard shortcut Ctrl+F (control find) to search for text within the web page.
- If the road had a different name in the past, try searching using the previous road name.

Using multiple search fields

- You can use the name of an individual along with the directions to find a permit, for example: owner's name "Smith", and directions "Howard Gap".

If there is a permit, it will be listed as a pdf attachment at the bottom of the page.

It may be helpful to view an overhead photo of a property on GIS. To do so, click on Map Layers and select the checkbox next to Aerial Photos.

If the permit is not online and you have tried the search tips above, then unfortunately we do not have the permit on file.