

Required Steps for New Septic System Permit Applications

Name of Applicant \_\_\_\_\_

Site Address or REID # \_\_\_\_\_

Please initial each step below *after* each step has been complete. By initialing you are confirming that each step has been completed.

**\*\*NOT HAVING THE ITEMS BELOW COMPLETE WHEN THE INSPECTOR ARRIVES WILL RESULT IN A LENGTHY DELAY IN RECEIVING A PERMIT\*\***

1. Lot lines have been clearly marked and corner pins located (Survey Pins). INITIAL: \_\_\_\_\_
2. Proposed house corners are marked and encompass the entire footprint of the structure including decks, garages, or other structures. INITIAL: \_\_\_\_\_
3. The lot has been under-brushed/mowed/or otherwise made accessible in your proposed septic area. DO NOT GRADE OR REMOVE LARGE TREES FROM THE PROPOSED SEPTIC AREA. The proposed septic area should be about 100' x 50'. INITIAL: \_\_\_\_\_
4. All rights-of-way (if they exist) have been marked that are in the septic/well area. (Overhead power lines and drives leading to adjacent lots.) INITIAL: \_\_\_\_\_
5. Neighboring wells have been located. INITIAL: \_\_\_\_\_
6. If test pits are needed *after* the initial site evaluation (per the inspector's instructions), I will obtain a backhoe. INITIAL: \_\_\_\_\_
7. Property has been posted by sign or other method. If needed, placards can be obtained from Henderson County Department of Public Health. INITIAL: \_\_\_\_\_

**\*\*NOT HAVING THE ABOVE ITEMS COMPLETE WILL RESULT IN A LENGTHY DELAY IN RECEIVING A PERMIT\*\***

WHEN ITEMS ABOVE ARE COMPLETE PLEASE SUBMIT USING ONE OF THE FOLLOWING OPTIONS:

- Upload to [online portal](#)
- Call office at: (828) 694-6060
- EMAIL FORM TO: [HCDPH\\_EnvHealth@hendersoncountync.gov](mailto:HCDPH_EnvHealth@hendersoncountync.gov)
- Fax to (828) 697-4523

Thank you!

Date received by ENV Health:

Permit Number: