

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-ways (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. Hiring a backhoe to dig test pits may expedite the process. Initial here if test pits will be requested. 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 or (828) 694-6043
- EMAIL FORM TO: HCDPH_EnvHealth@hendersoncountync.gov
- Fax to (828) 697-4523

Thank you!

Date received by ENV Health:

Permit Number: