



PROCEDURES FOR OBTAINING SEPTIC AND WELL PERMITS

1. Obtain a local County Zoning Permit in the county that you are planning to build in. Bring this permit to Environmental Health along with a property map with property line dimensions and house site.
2. County Zoning Offices:
 - a. Granville County: (919)603-1331
 - b. Vance County: (252)738-2080.
3. **Please bring the following information:**
 - a. Zoning permit
 - b. Plat of property or Site plan - property line dimensions and all proposed building dimensions and locations. Two points from a property line to the proposed buildings.
 - c. Proposed driveway location
 - d. Proposed well location
 - e. Any additional structures (pools, garages, storage buildings, shops, etc...)
 - f. Cash or check in the amount of **\$400.00 or \$450.00** for lots that have not been divided up at the time of application.
 - g. The well permit is an additional **\$400.00** - cash or check

PLEASE NOTE: If the Registered Environmental Health Specialist (REHS) evaluates the lot and deems the lot is found to be unsuitable, then the fee is **nonrefundable**. If the REHS evaluates the lot and deems the lot is suitable, but requires a pump system then there will be a \$50.00 additional charge before permit may be obtained.

The permit fee covers the site evaluation, the improvement permit, the construction authorization and final inspection.

PLEASE PREPARE THE LOT BY DOING THE FOLLOWING:

1. **Mark all property lines and property corners clearly.**
2. Property should be accessible and easy to see. Please clear thick brush, saplings and briars. **The REHS must be able to see property lines, proposed house corners and contour of land.**
3. Mark each corner of proposed buildings with red flags or red tipped stakes. Include all proposed decks, porches, etc...
4. Dig four (4) holes about two (2) feet deep (24 inches) and about six (6) inches in diameter. Place in a square like pattern within a 75-100 foot square.
5. Place orange sign given to you by secretary at a visible location from the road.
6. When the lot is properly prepared then call the proper county Environmental Health Secretary and let them know, so that the REHS may start work. **Permits are done in the order that they come in.**
7. Once the lot has been evaluated and is deemed suitable, then the REHS will prepare the permits and they may be obtained by applicant. If lot is denied then a letter will be sent to applicant.

PLEASE NOTE: If a trip is made to evaluate the lot and the lot is not properly prepared then a \$50.00 additional trip fee will be charged.