



**PROCEDURES FOR OBTAINING SEPTIC SYSTEM PERMIT**

1. Visit the Vance County Planning Department between 9:00 am to 4:00 pm, Monday thru Friday. The Planning Department is located at 305 Young St, Suite B. Henderson, NC 27536  
Telephone: (252) 738-2080.

– OR –

2. Visit the Granville County Planning Department between 9:00 am to 4:00 pm, Monday thru Friday. The Planning Department is located at 122 Williamsboro St., Oxford, NC. 27565  
Telephone: (919) 603-1331.
3. Visit Granville or Vance Environmental Health Secretary, located at 125 Charles Rollins Rd (Vance) and 1028 College St. (Granville) between 8:30 am to 12 noon and 1:00 pm to 5:00 pm (PLEASE NOTE: Both Environmental Health Office counties close from 12:00 noon until 1:00 pm for lunch each day).

**YOU WILL NEED TO TAKE THE FOLLOWING ITEMS WITH YOU TO THE ENVIRONMENTAL HEALTH DEPARTMENT:**

- a) Planning and Zoning office documentation.
- b) A site plan which includes the following (see example plan p. 3):
  - (1) Property dimensions (must be on a survey map)
  - (2) Proposed house location and size (length & width)
  - (3) A measurement from the front property line to the front of the dwelling
  - (4) A measurement from one side property line (either side) to the side of the dwelling
  - (5) Proposed driveway location
  - (6) Well or water line location
  - (7) Any additional structures that are located on the lot (store buildings, garages, swimming pools, etc.)
- c) Cash, check or credit card in the amount of \$400.00 for septic and an additional \$400.00 for well.

**NOTE: All decks, porches, concrete pads, etc. must be included in proposed house location footprint.**

*Your Environment. Your Community. Your Health.*

**Granville County**

1028 College St.  
Oxford, NC 27565  
919.693.2141

Granville Vance Public Health  
PO Box 367  
Oxford, NC 27565  
[www.gvph.org](http://www.gvph.org)

**Vance County**

115 & 125 Charles Rollins Road  
Henderson, NC 27536  
252.492.7915

4. Please prepare the lot for evaluation by doing the following:
  - a) Be certain that **all** property lines and property corners are flagged and clearly visible. Property lines should be flagged **every 30 feet**.
  - b) Mark each corner of the house location with a stake or flag. Include all decks, porches, etc.
  - c) Make the lot accessible so we can properly evaluate lot. Clear and heavy brush, tall grass, etc. so we can access area(s) to evaluate.
  - d) Post orange sign where it is visible from road

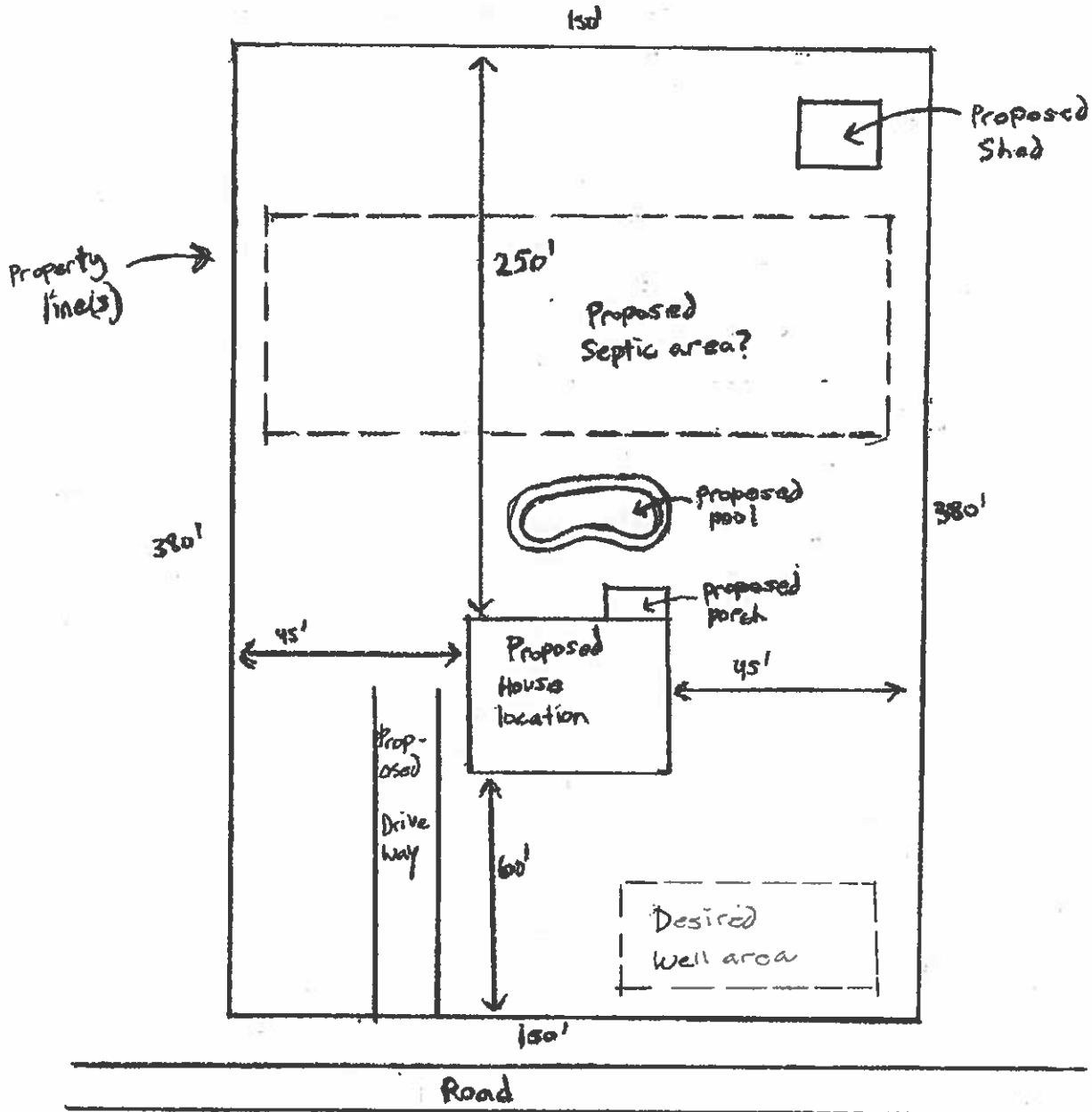
**Please note: if a trip is made to evaluate a lot and the lot is not prepared according to directions, an additional site fee will be charged for each unnecessary trip made.**

5. Once applications are submitted, properties are considered ready for evaluation.
6. After an evaluation is completed and the lot is found suitable for a sewage disposal system, an improvement permit and authorization to construct can be issued.
7. Septic System Setbacks to be noted on Site Plan:
  - Lake or Pond: 50'
  - Building Foundation: 5' (10' if home has foundation drain)
  - Basement and In-ground Swimming Pool: 15'
  - Above-ground Swimming Pool: 5'
  - Well: 50'

For other setback questions, refer to 15 A NCAC 18E.0601 Rules (<https://ehs.dph.ncdhhs.gov/oswp/docs/15A-NCAC-18E.pdf>) or call our office with any further questions.



# Site Plan Example



\*NOTE: This cannot be used for your own site plan, this is just to show example, and guide you on how it should be done.