



# NEW HANOVER COUNTY

## PUBLIC HEALTH

### ENVIRONMENTAL HEALTH SERVICES

230 Government Center Drive, Suite 140, Wilmington, NC 28403

P: (910) 798-6667 | F: (910) 798-7815 | NHCgov.com

David G. Howard, MPH, Director

### Application for On-Site Water Protection Program (OSWP) Septic and/or Well

**Application Type** (check all that apply):

- Septic System Improvement Permit (IP)** Evaluate/permit septic system:  New  Relocation  Expansion
- Construction Authorization (CA)** Permit to *install* septic system
- Septic System Repair Permit** Septic system is not working
- Permit Revision (CA/IP)** Permit # \_\_\_\_\_
- Re-Use of Existing System:**  Septic  Well
- Well Permit drinking water well:**  New  Replacement/New  Repair  Abandonment
- Water Sample:**  Bacteria  Inorganic  Organic
- Soil Wetness Monitoring** alternative to determine soil wetness

Building Safety Permit #: \_\_\_\_\_ (if applicable)

**Applicant Information:**

Applicant Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City,State,Zip: \_\_\_\_\_  
 Cell / Home Phone: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Owner Information:**

Same as Applicant  
 Property Owner: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City,State,Zip: \_\_\_\_\_  
 Cell / Home Phone: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Property Information:**

Tax Parcel # \_\_\_\_\_ Date originally deeded & recorded: \_\_\_\_\_  
 Property Address: \_\_\_\_\_ City,Zip: \_\_\_\_\_  
 Subdivision Name: \_\_\_\_\_ Section/Phase: \_\_\_\_\_ Lot #: \_\_\_\_\_  
 Lot Size (total acres): \_\_\_\_\_ Acreage to be evaluated (IP only):  less than 1 acre  greater than 1 acre

**County Sewer:**  Yes  No If yes, sewer provider:  CFPUA  AQUA  Other: \_\_\_\_\_

**Water Supply:**  New Well  Existing Well  Community Well  Shared Well  Public Water  Spring

If public water, water provider:  CFPUA  AQUA  Other: \_\_\_\_\_ Is there an existing irrigation well?  Yes  No

# occupants/employees drinking water well will serve: \_\_\_\_\_ # homes/ buildings drinking water well will serve: \_\_\_\_\_

**Development Information:** (check any that apply)  Residential  Non-Residential/Commercial/Industrial

- New Septic System
- Building Addition/Conversion:  Relocation of Existing Septic System  Expansion of Existing Septic System
- Building Addition/Conversion, **Re-Use Existing System:**  Septic System  Private Drinking Water Well
- Repair to Malfunctioning Septic System (septic system not working)
- Mobile Home Replacement
- Adding a Swimming Pool (Private)

**Residential Specifications:**    New Construction    Existing Construction

Type of Residence:    Single Family Home    Multi-family/Duplex    Mobile Home    Other: \_\_\_\_\_

Existing number of bedrooms: \_\_\_\_\_      Maximum number of occupants (# bedrooms x 2): \_\_\_\_\_

Are you adding bedrooms?    YES    NO      Will there be a basement?    YES    NO

Proposed total number of bedrooms: \_\_\_\_\_      Plumbing fixtures in Basement    YES    NO

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**Non-Residential Specifications:**

Type of business:    Industrial    Commercial   \_\_\_\_\_

Total square footage of building(s): \_\_\_\_\_      Maximum number of employees: \_\_\_\_\_      Maximum number of seats: \_\_\_\_\_

Additional Information to help determine design daily flow of sewage: \_\_\_\_\_

Type of water using fixtures: \_\_\_\_\_

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**If applying for Septic System Construction Authorization(CA) or Septic System Repair:**

**Please indicate desired Septic System Type(s):** (Systems can be ranked in order of your preference.)

Accepted\_\_    Alternative\_\_    Conventional\_\_    Innovative \_\_    Other \_\_\_\_\_    Any \_\_

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The Applicant shall notify the local health department upon submittal of this application if any of the following apply to the property in question. If the answer to any question is "yes", applicant must attach supporting documentation.

- Yes    No   Does the site contain any jurisdictional wetlands?
  - Yes    No   Does the site contain any existing wastewater systems?
  - Yes    No   Is any wastewater going to be generated on the site other than domestic sewage? Please explain: \_\_\_\_\_
  - Yes    No   Are there any easements or right of ways on this property?
  - Yes    No   Is the site subject to approval by any other public agency? Please explain: \_\_\_\_\_
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**If the information submitted in the application for an Improvement Permit, Construction Authorization, Well Permit, or any of the above application types is found to have been incorrect, falsified or changed, or the site is altered, the Permit or Construction Authorization shall become invalid, and may be suspended or revoked.** It is unaffected by a change in ownership of the property. **The permit is valid for either 60 months or without expiration depending upon documentation submitted.** (Complete site plan = 60 months; complete plat = without expiration).

I hereby certify that I am the applicant/owner, or owner's authorized legal representative. I have read this application and certify that the information provided herein is true, complete and correct. Authorized county and state officials are granted right of entry to conduct necessary inspections to determine compliance with applicable laws and rules. I understand that I am solely responsible for the proper identification and labeling of all property lines and corners and making the site accessible so that a complete site evaluation can be performed.

The issuance of this permit by New Hanover County Health and Human Services in no way guarantees the issuance of other required permits. The applicant is responsible for checking with other appropriate governing bodies to assure meeting their requirements.

\_\_\_\_\_  
**Property owner's or owner's legal representative\*\* signature (required)**

\_\_\_\_\_  
**Date**

\*\*Must provide documentation to support claim as owner's legal representative.

To make application for Environmental Health Services, please provide all information required on the checklist for each permit you are applying for and upload this application and all supporting documents to New Hanover County COAST at <https://www.nhcgov.com/coast/>.