



# IREDELL COUNTY HEALTH DEPARTMENT

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## How to Apply for a Perc Test (Septic Improvement Permit), Septic Relocation or Expansion



### 1. Prepare the site per the Environmental Health Requirements below:

**Lot must be cleared of heavy undergrowth.** In order to evaluate the lot, the footprint of the proposed structure must be visible. Adequate area for the septic drain field and repair area must be sufficiently cleared of heavy undergrowth (i.e. tall grass, briars, thick underbrush).

**Property lines must be survey staked or existing irons/concrete markers located.** Flag all property lines every 25 feet if adjacent corners are not visible when standing on any given corner. Property corners must be marked by a licensed NC surveyor & easily identified **prior to application submittal**. 'Mow lines' and/or fence lines are not considered verifiable boundaries.

**Stake or flag the footprint of all proposed structure(s), addition, pool etc. to match the site plan submitted.**



## **Backhoe pits are required for all applications that require a soil evaluation**

**DO NOT DIG PITS UNTIL THE EH SPECIALIST HAS AUTHORIZED AND SCHEDULED YOUR EVALUATION TIME.**

- **All utilities shall be marked before pits are dug. Call NC 811 for this service.**
- The applicant/agent is responsible for securing these services. Backhoe pits are to be dug at the locations and depths determined by the Environmental Health Specialist or a NC Licensed Soil Scientist.
- Your backhoe operator must be on site during the EH Specialist's evaluation.

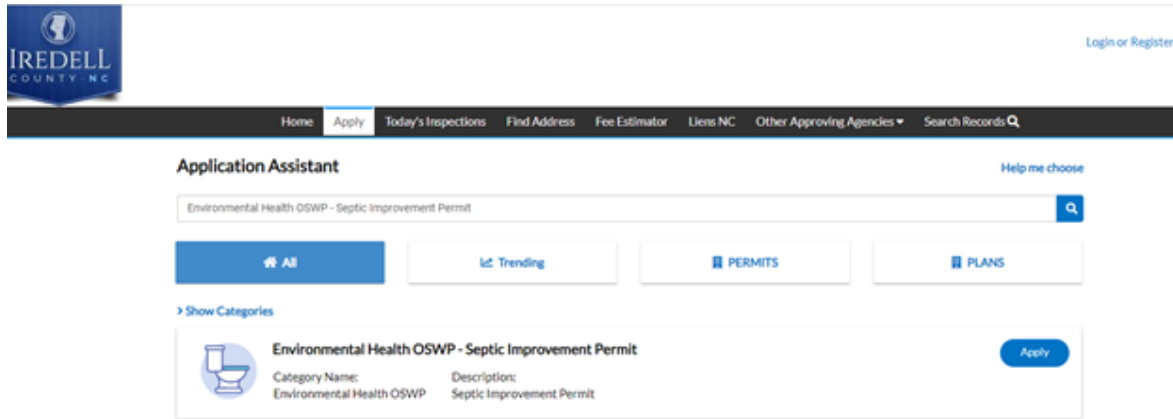
### 2. GO TO THE ONLINE CITIZENS SELF SERVICE PORTAL to Login or Register for an account.

To create an account and apply for services, please go to the web address below or scan the QR code from your mobile device. [https://selfservice.co.iredell.nc.us/EnerGov\\_Prod/SelfService#/home](https://selfservice.co.iredell.nc.us/EnerGov_Prod/SelfService#/home)



3. **Search and apply for an Environmental Health OSWP - Septic Improvement Permit, Septic Relocation Improvement Permit or Septic Expansion Improvement Permit.** The following documents need to be uploaded to your application.

- [Site plan](#) showing the house box size and location and distances to all property lines. Include any additional items such as pools, sheds, etc. on the site plan along with their dimensions. Stake all structures on the property.
- Completed [Documentation to Authorize an Owner's Legal Representative form](#) signed by the property owner.
- [Floor plan](#) for each level of the home with the overall house box dimensions noted and the rooms labeled. \*



**\*NOTE: SEPTIC PERMITS HAVE A TWO-STEP APPROVAL.**

**Both approvals are required in order to obtain building permits or to install the septic system.**

- The first approval is when the Improvement Permit is issued (floor plans not required). Valid for 5 yrs.
- The second approval is the Authorization to Construct (floor plans and application required).
- Both approvals may be able to be done at the same time if floor plans are submitted with the Improvement Permit application. Notate: **NEED IP/AC** in the description.

4. **Pay fees** – after the application has been reviewed, a notification to pay the fees will be sent to your portal.

Iredell County Zoning = \$77.25 Gravity septic permit fee = \$500 Pump septic permit fee = \$1,200\*\*

\*\*The gravity permit fee is charged up front and the balance for the pump system is due before the permit is released.

5. **A preliminary site visit** to verify that the site is ready to be evaluated will be performed first. Lots that are not ready at the time of this site visit, will be assessed a \$100 site re-visit fee.

6. **Site and soil evaluation:** After the lot readiness has been verified, the application will be assigned to an EH Specialist who will contact the applicant to schedule backhoe pits. Processing time varies throughout the year (time frames are estimations only). Once the site evaluation is complete and the permit is issued, the applicant will be notified that the permit is available online.

**For additional information** go to the Citizens Self Service website.

**Status updates of your project can be viewed on your Citizens Self Service Dashboard.**

*Once work by Environmental Health staff begins, the up-front fees paid toward securing any health department permit are nonrefundable. Refunds for work not started, due to a customer changing their mind or plans, are subject to an administrative fee of \$50 to defray a portion of the costs of processing the refund*