

How to Apply for a Septic Authorization to Construct

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).
- The second approval is the Authorization to Construct (floor plans and application needed).

1. Obtain a copy of the current Improvement Permit by contacting the Environmental Health office. Improvement Permits are valid for 5 years from the date of issuance. If the Improvement Permit only was issued, read the permit to see if there are any conditions that must be met in order to receive the Authorization to Construct approval i.e. floor plans needed, lot recorded, well abandoned, etc. An application for an **Authorization to Construct** and any prerequisites will need to be submitted in order for Environmental Health to process the review.

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

Go to the web address below or scan the QR code from your mobile device.

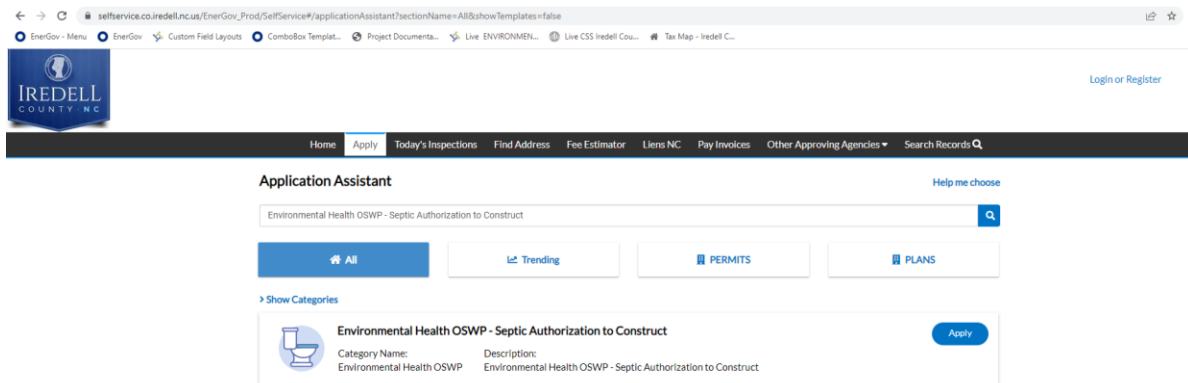
https://selfservice.co.iredell.nc.us/EnerGov_Prod/SelfService#/home



3. Search and apply for an Environmental Health OSWP - Septic Authorization to Construct

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.
- 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.



4. Application Review: Your application will be reviewed for completeness and then assigned to a Specialist for review. You will be notified if the Authorization to Construct is approved. If not, you will be advised if a re-layout or some other change is needed.

For additional information go to the Citizens Self Service website.

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

Environmental Health offices: Mooresville 704-660-3625 or Statesville 704-878-5305 x3456