

## POOLS, DECKS, ACCESSORY BUILDINGS AND MORE...

### *How to Apply for Environmental Health Approval*



#### 1. **Obtain a copy of your current septic permit.**

Most permits for installed septic systems can be found online on the Iredell County GIS Map.

<https://iredellcountync.mapgeo.io/datasets/properties?abuttersDistance=100&latlng=35.785949%2C-80.887561>

Search the address. Click on the property on the map. Property Information can then be viewed on the left. Scroll down to septic records and click on the link for latest date operation permit. **If the septic system has not been installed yet**, request a copy of the septic Improvement Permit from the Environmental Health office via the county website.

It is important to review the septic permit. The type of Environmental Health application needed depends on whether or not the septic system has already been installed and whether or not the proposed addition was included in the septic records on file. An Environmental Health approval or waiver form is required in order to obtain building permits.

If an Environmental Health approval is needed (to verify that the proposed addition meets the well and septic setbacks), then apply for an **Existing Septic System** inspection. If it is obvious that the addition is too close to any part of the installed septic system (including the repair area), then apply for **Septic Relocation Improvement Permit**. If the septic system needs to be expanded, apply for a **Septic Expansion Improvement Permit**. A soil evaluation is required to expand or relocate septic drain lines and/or repair area (backhoe pits needed). If the septic system is not installed, then a **re-layout** of the septic permit may be needed (contact the Environmental Health office for guidance).

#### 2. **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. This area, 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.**

#### 3. **Obtain zoning permit.** If the property is located within the Town of Mooresville jurisdiction, then a zoning permit from them is required first. Apply to the Town of Mooresville directly for this.

#### 4. **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)

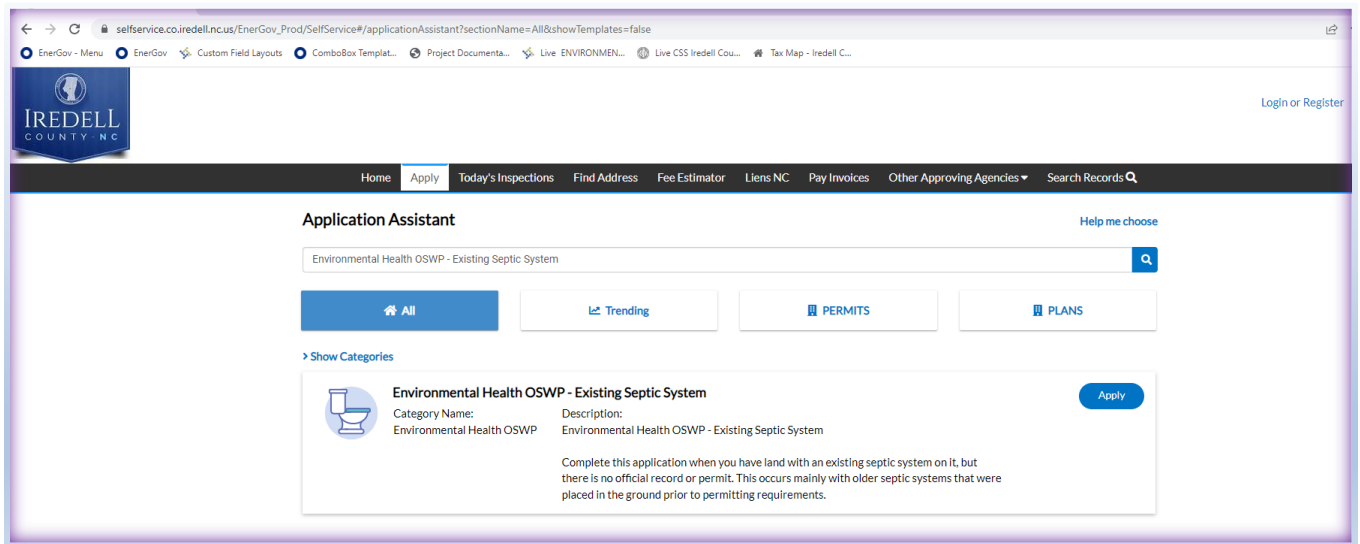


5. **Search and apply for an [Environmental Health OSWP – Existing Septic System](#)** (OR Septic Relocation Improvement Permit OR Septic Expansion Improvement Permit OR Re-layout Permit as needed).

**Contact the Environmental Health office if assistance is needed in determining which application to apply for.  
Mooresville 704-660-3625 OR Statesville 704-878-5305 x 3456**

The required documents that must be uploaded to your online application include:

- [Site plan](#) showing the location of the proposed structure(s) with dimensions and distances from all property lines. Be sure all structures are staked out on the property.
- Completed [Documentation to Authorize an Owner’s Legal Representative form](#) signed by the property owner.



6. **Pay fees** – after the application has been reviewed, a notification to pay the zoning permit and septic evaluation fees will be sent to your portal.
7. **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.
8. **Wait for inspection/evaluation.** After the preliminary lot readiness site visit has been satisfied, the septic application will then be sent to an Environmental Health Specialist for processing. Processing time varies throughout the year (time frames are estimations only). The EH Specialist will visit the site and review the request. You will be contacted if there are any questions/concerns about the application and notified when the permit (approval) has been issued.
9. **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.*