

- Survey plat to scale* submitted
 - Scaled* site plan submitted
 - Unscaled site plan submitted
- * scale of 1" = no more than 60'

**Transylvania County Department of Public Health
Application for
Improvement Permit and/or Authorization to Construct**

Check ONE

___ Improvement Permit ___ Authorization to Construct \$ _____ Receipt No.: _____

IF THE INFORMATION IN THE APPLICATION FOR AN IMPROVEMENT PERMIT IS FALSIFIED, CHANGED, OR THE SITE IS ALTERED, THEN THE IMPROVEMENT PERMIT AND AUTHORIZATION TO CONSTRUCT SHALL BECOME INVALID. THIS APPLICATION IS VALID FOR ONE YEAR.

APPLICANT INFORMATION e-mail address: _____

Applicant	Address	Home, Work and/or Cell Phone
Owner	Address	Home, Work and/or Cell Phone

PROPERTY INFORMATION PIN: _____
date *current* parcel was originally deeded & recorded (date since last property line change – *not a change in ownership*) _____

Street Address	Subdivision Name	Section/Phase/Lot#
Directions to Site: _____	Lot Size _____	

DEVELOPMENT INFORMATION

- New Single Family Residence
- Expansion of Existing System:
- Repair of Malfunctioning Sewage Disposal System
- Non-Residential Type of Structure

Residential Specifications

- Maximum number of bedrooms: _____
- If expansion: Current number of bedrooms: _____
- Will there be a basement? yes no
- Plumbing fixtures in basement? yes no

Non-Residential Specifications:

Type of business: _____ Total Square footage of Building: _____
Maximum number of employees: _____ Maximum number of seats: _____

Water Supply: Are there any existing wells, springs, or existing waterlines on this property? yes no
If YES, these MUST be shown on the site plan or survey plat.

New well Existing Well Community Well Public Water Spring

If applying for Authorization to Construct: Please Indicate Desired System Type(s):
(systems can be ranked in order of your preference)

- Accepted Alternative Conventional Innovative Other _____ Any

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?
- yes no Is the site subject to approval by any other public agency?
- yes no Are there any easements or right of ways on this property?

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 marking of all property lines and corners; field staking the house and all appurtenances in their exact locations on the site; and making the site accessible so that a complete site evaluation can be performed.** Failure to do so may result in additional fees before proceeding with the permitting process.

Property owner's or owner's legal representative signature** (required) _____
Date (required)

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

TRANSYLVANIA COUNTY DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION
SITE PLAN

Instructions to Applicant: Environmental Health personnel will not begin the evaluation process until all property lines are accurately and conspicuously marked and the house site and all appurtenances (outbuildings, detached garages, pools, drive, etc.) are staked and flagged in their exact locations matching this submitted Site Plan. Property lines MUST match those shown on a survey or preliminary plat. A site evaluation will not be scheduled until this site plan is completed and signed unless a “to scale” survey plat (scale of 1” = no more than 60’) showing all components has been completed by a Registered Land Surveyor and submitted to the Environmental Health Section.

As Close to Scale as Possible: **1.** Draw the existing/proposed parcel showing all applicable property lines with dimensions and orientation to proposed or existing streets and roads. **2.** Indicate the location of the proposed home/building and all appurtenances, including decks, porches or any other structures, showing dimensions and distances to property lines. **3.** Locate all wells, both existing and proposed (including those on adjacent properties, if known) and indicate the preferred drainfield location. **4.** All surface waters including springs, ponds, rivers, streams, etc. must be shown. **5.** Draw a North arrow as accurately as possible

Transylvania County will attempt to locate the drainfield and the well in the requested area(s); however, conditions may exist that prohibit those areas from being used as desired.

SEE REVERSE FOR EXAMPLE OF COMPLETED SITE PLAN

I hereby agree that the information shown is correct to the best of my knowledge.

Signature of owner/authorized agent

Parcel Identification Number (PIN)

Date