

## Required Paperwork for New Residential Septic Tank Permits

Applications will be made at 240 2<sup>nd</sup> Avenue East. If you have any questions, please call their office at 697-4830.

1) **911 Address**

The 911 address will be required. You may obtain the 911 address from the Addressing Office located at 240 2<sup>nd</sup> Avenue East in the Henderson County Office Building. If you have any questions regarding the 911 address, please call their office at 697-4830, ext. 1018.

2) **Zoning Permit**

A zoning permit will be required. You may obtain the zoning permit from the Zoning Office located in the Henderson County Office Building at 240 2<sup>nd</sup> Avenue East. If you have any questions regarding the Zoning permit, please call their office at 697-1612.

**If the property is within a town zoned area, a Zoning Permit will be required from the town instead of a County Zoning Permit.**

3) **Surveyed Plat of the Property**

A survey plat is required. A tax map from Land Records **will not** be accepted.

4) **Site Plan Worksheet**

Use the site plan worksheet to draw your site plan. A number of items **must** be included on your worksheet. The items are listed on the worksheet. (Example of a site plan is provided on the reverse side) **YOU MUST INCLUDE YOUR SIGNATURE AND PIN NUMBER.**

5) **Septic Tank Permit Fee:**

Residential Systems	0 – 1,000 gallons per day	\$325.00
Residential Systems	1,000 – 3,000 gallons per day	\$625.00
Residential Systems	3,000 + gallons per day	\$1025.00
<b>Well permit fee</b>		<b>\$250.00</b>

6) **Authorization to Apply for an Improvements Permit (attached form)**

If the applicant is **not** the property owner (buyer, real estate agent, installing system on someone else's property, etc.) this form **must** be completely filled out and signed by the property owner and must accompany the above items.



Applications for septic permits must be submitted to the Central Permitting Office at 240 2<sup>nd</sup> Avenue East. Once your completed application has been received at Henderson County Environmental Health, **you will be contacted by the Environmental Health Specialist** concerning a time to meet at your property to commence the field work.

# Required Paperwork for New Residential Septic Tank Permits

## READ CAREFULLY AND SIGN BELOW

The following items are your responsibility:

1. Provide a survey plat with dimensions (see below for survey plat requirements), detailed site plan, and obtain all applicable pre-requisite permits and authorizations.
  - A. For an Improvement Permit valid for five years: Registered Land Survey plat.
  - B. For an Improvement Permit without expiration: A property survey plat prepared by a Registered Land Surveyor, drawn to a scale of one inch equals no more than 60 feet. The plat should show the location of any existing and/or proposed facility and appurtenances, site of proposed wastewater system, location of water supplies and surface waters, all irons must be in place.
2. Make the property accessible and visible; remove excessive vegetation and brush.
3. Identify all permanent property boundaries (corner and sidelines) with flags provided by Environmental Health.
4. Identify the location of building site(s) and amenities (drives, swimming pools, out building) with flags, etc.
5. Remember! **DO NOT** commence construction, dig basements, do footings, set up mobile homes, etc. before securing an Improvement Permit and Authorization to Construct permit for a wastewater system. **CONTACT BUILDING CODE OFFICE BEFORE BEGINNING ANY CONSTRUCTION OR SETTING UP MOBILE HOMES**, after the permit(s) have been obtained they may be **REVOKED** if the site characteristics or building plans are altered. If your site is classified as unsuitable, you will receive information concerning your options.

I understand this document is not an Improvements Permit or an Authorization to Construct a septic system. This document is only an application for an Improvements Permit. 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.

Signature: \_\_\_\_\_  
(Owner/Applicant)

Date: \_\_\_\_\_