



MECKLENBURG COUNTY

Environmental Health

Groundwater & Wastewater Services

BASIC STEPS FOR A NEW SEPTIC SYSTEM

Submit a complete application for an **Improvement Permit** to Mecklenburg County Groundwater & Wastewater Services (GWS). A proposed site plan of the property must accompany the application (refer to page 2 for additional information). If available, a survey may be used in place of the site plan. **However, a survey of the property is not required in order to apply for an Improvement Permit.** If a legal agent is representing the property owner, written documentation of representation must accompany the application. All required fees must be submitted with the application in order for GWS to process your request. Please refer to the current fee schedule for fee amounts.

Next, a representative from GWS will visit the site to conduct a soil investigation. Upon completion of the investigation the applicant will be provided with the results of the investigation. The application will then be assigned to an Environmental Specialist for completion. If the site is deemed suitable or provisionally suitable for a septic system, GWS will issue an **Improvement Permit**.

The Improvement Permit:

- ◆ Approves the site for installation of a septic system;
- ◆ Is transferable to a new owner;
- ◆ Is valid for 5 years from the date of issuance;
- ◆ May be valid beyond 5 years upon request by the applicant. Additional specific documentation is required for these approvals.
- ◆ **MAY BE REVOKED IF SITE PLANS OR INTENDED USE CHANGE.**

Prior to receiving a Building Permit, the current property owner must receive an Authorization for Septic System Construction from GWS. The **Authorization for Construction** may be requested and completed at the same time the Improvement Permit is issued. If the Authorization for Construction is issued at a later time an additional site visit may be required prior to issuing the Authorization for Construction.

The Authorization for Construction:

- ◆ Is required in order to obtain a building permit;
- ◆ Is not transferable;
- ◆ Is valid for a period equal to the validity of the Improvement Permit, not to exceed 5 years; and
- ◆ Requires payment of remaining permit fees

When the site is ready for installation of the septic system, the septic system contractor must contact GWS to receive an **Installation Approval**. The contractor is required to have this approval **before** beginning system installation. All septic system contractors must be licensed by the North Carolina On-Site Wastewater Contractors and Inspectors Certification Board (NCOWCICB). A list of licensed septic tank contractors registered in Mecklenburg County is available upon request.

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3205 Freedom Drive, Suite 8000 • Charlotte, NC 28208 • 980-314-1680 • FAX (704) 336-6894

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Once the system has been installed, the septic system contractor will contact GWS to schedule a final inspection. When the system has been inspected and approved, GWS will issue an **Operation Permit** and the system may be placed into service.

Please contact GWS at 980-314-1680 if you have questions concerning permitting procedures.

Fees may be paid in person, by mail, or by telephone. The check should be made payable to Mecklenburg County Health Department. Fees may be charged to an account. Visa and MasterCard accounts are currently accepted. Please include the file number, tax parcel number, address and/or job location with all payments.

**SITE PLAN DRAWING REQUIREMENTS
TO BE SUBMITTED WITH APPLICATION
FOR IMPROVEMENT PERMIT**

A proposed site plan drawing of the property is required before the application for an Improvement Permit can be processed. It is the responsibility of the applicant to provide the proposed site plan to GWS when the permit application is submitted. Forms are provided by GWS.

The proposed site plan drawing must include the following:

- ◆ The tax parcel number of the property
- ◆ Property lines and dimensions
- ◆ The specific proposed location of the building or structure. Include building dimensions, porches, decks, garages, driveways, pool, storage sheds, etc.
- ◆ Show the road the property fronts or the road where the proposed driveway originates and any other roads that adjoin the property
- ◆ Wells or other water supplies
- ◆ Streams, ponds or other surface waters
- ◆ Location of any of the following:
 - buried cables, landfills, stumpholes
 - existing wastewater systems
 - easements or right-of-ways
 - wells, springs or waterlines
 - designated wetlands
 - drainage ditches/culverts on or adjacent to property