

INSTRUCTION SHEET for Repair

You have just been given an application packet for Repair of an Existing Septic System.

READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT FORMS.

- * **Application should be completed in ink only. All forms (including the checklist) must be filled out completely.** All blanks on the checklist must contain either a check mark (✓) to indicate completion or (NA) if statement does not apply. Only original forms and original signatures will be accepted. *Remove this Instruction Sheet, the “Don’t Sink It” form, and the “Preventing NPS” form before submitting your application.*

- * **Zoning and Watershed Permits and a map of the property or a survey map are required. Map must show property lines, property line dimensions, and a North arrow.** Applicant must go to the County Office Building, 2nd floor, room 214 (Mapping, Planning, and Zoning Department) to get these permits and a map. (If property is within the boundaries of the Town of Wilkesboro or North Wilkesboro, please check with the town, you may also need zoning and watershed permits from the town.) *NOTE: If you have recently purchased the property and your name is not showing up as owner on the Zoning and Watershed permits, bring your deed with you.*

- * Applicant must complete The Homeowner’s Questionnaire when applying for a repair.

- * Forms requiring a signature must be signed by the current owner of the property or by their Authorized Agent; including the permit when it is completed and ready to be picked up. Applicants will be called when the permit is ready to be picked up.

- * The Authorization to Act as Agent form must be completed as instructed. This form requires four separate signatures. Environmental Health Staff can witness one signature if owner or agent wishes to sign this form in our presence. *NOTE: If you are completing the Authorization to Act as Agent form on behalf of the owner (Executor of the Estate for example) bring a legal document with you showing you have the authority to do so.*

- * The last permit issued for the existing system should be pulled. We will need the name of the individual the permit was issued to and the Parcel ID number at the time the permit was issued. Be prepared to provide this information.

NOTICE: The U. S. Army Corps of Engineers has determined that no structure (house, septic tank, septic nitrification field, or lines, etc.) can be located below the elevation of 1080 feet for W. K. Scott Dam and Reservoir and surrounding areas. If the site is on or near W. K. Scott Dam and Reservoir, applicant will need to contact the U.S. Army Corps of Engineers to determine whether or not the “1080 Elevation Rule” applies to their property.

- * **No applications will be accepted unless they are completed in full.** A receipt and a copy of the application will be provided. It’s important to keep up with the receipt, your copies, and the original permit once issued.

Contact (336) 651-7530 if you have questions regarding the application or fee schedule.

When the permit is signed and picked up, the original permit and a copy is provided. ***The original is to be retained by the applicant.*** The copy is for the contractor. This permit is important to you and should be kept in a safe place. Should you sale this property, this permit or a copy of it should be given to the new owner.

NOTE: ***It is the applicant's responsibility to obtain a contractor and to provide them with a copy of the permit. We will give applicant a copy to give to the contractor.***

If the applicant wishes to obtain estimates from several different contractors, it is the applicant's responsibility to provide these contractors with a copy of the permit.

REFERENCE NUMBERS

Environmental Health Department	651-7530	Register of Deeds	651-7351
Building Inspections	651-7303	Town of North Wilkesboro	651-7129
Mapping Department	651-7309	Town of Wilkesboro	838-3951
Planning Department	651-7350	U.S. Army Corps of Engineers	921-3390