

## Step 1

Complete and submit an application for On-Site visit and Authorization Permit and pay \$200.00.

**IMPORTANT NOTE:** Once a COMPLETED application is submitted to our office, under normal circumstances it will be processed within 15 business days. Once the application is processed, our office will notify you by telephone. If you do not receive notification by the 15<sup>th</sup> business day please call the Health Department, Environmental Health Division, at 252-448-1221 for the status of your application. (We ask that only the applicant make inquiries about an application.)

## Step 2

If Step 1 is approved, you will be contacted to pick up a copy of your Authorization Permit at the Jones County Health Department, Environmental Health Division.

## Step 3

Proceed to the Building Inspections Department to apply for a building permit. You must have a copy of the Construction Authorization to apply for building permit.

# Application

All items below are necessary for ALL applications. Do not leave any items blank on the application. Incomplete applications will not be accepted! If you have any questions, please contact Environmental Health at (252) 448-1221.

Step 1: Obtain the following from the Jones County Tax Office, Register of Deeds or Internet

- PIN # (Parcel Identification Number) - Jones County Tax Office [www.jonescountytax.com](http://www.jonescountytax.com) (no fee) or visit [www.jonescountygis.com](http://www.jonescountygis.com) (no fee)
- Aerial Map of property (With Soil Layer) - Jones County Tax Office (\$2.00 Black/\$3.00 Color)
- Deed - Registrar of Deeds (\$0.25 per page) or visit <http://cotthosting.com/NCJones> (no fee)

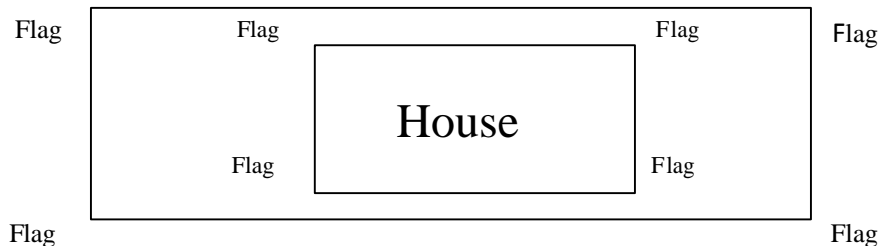
Step 2:

- Complete enclosed application - including clear directions to the site
- Draw a site plan using the Site Plan Worksheet **OR**
- Submit a survey (information on the *Site Plan Worksheet* is required to be shown on the survey)

Step 3:

- Mark corners of property to be permitted with flags provided.
- Mark four corners of home with flags provided.
- Clear a six foot (6') wide pathway to the home site and proposed septic area.

\*\*\* If the property to be permitted is "cut out" of a larger tract of land, a corner and sidelines of the larger tract must be flagged for reference.



Step 4:

- Submit application with \$200.00 fee. If the lot is approved, additional permit fees will be required to obtain the necessary permits for building.

Jones County Health Department  
Application for  
Improvement Permit and/or Authorization to Construct

<input type="checkbox"/>	Survey plat to scale* submitted
<input type="checkbox"/>	Scaled* site plan submitted
<input type="checkbox"/>	Unscaled site plan submitted
* scale of 1" = no more than 60'	

\_\_\_ Improvement Permit      \_\_\_ Authorization to Construct      \_\_\_ New      \_\_\_ Expansion

**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.** Improvement permits for which a site plan is provided shall be valid for five years. Improvement permits for which a plat is provided may be valid without expiration. **Only 1 acre can be evaluated for each application submitted.**

**APPLICANT INFORMATION**

\_\_\_\_ Applicant      \_\_\_\_\_ Address      \_\_\_\_\_ Home & Work Phone

\_\_\_\_ Owner      \_\_\_\_\_ Address      \_\_\_\_\_ Home & Work Phone

PROPERTY INFORMATION      PIN Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date property was originally deeded & recorded \_\_\_\_\_ Total Property Size (Acres) \_\_\_\_\_

\_\_\_\_ Street Address      \_\_\_\_\_ Subdivision Name      \_\_\_\_\_ Section/Phase/Lot#

Directions to Site: \_\_\_\_\_

**DEVELOPMENT INFORMATION**

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

**Residential Specifications**

Maximum number of bedrooms (2 people/bedroom): \_\_\_\_\_  
 Maximum number of occupants: \_\_\_\_\_  
 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: \_\_\_\_\_ Other \_\_\_\_\_

**Water Supply:** Are there any existing wells, springs, or existing waterlines on this property?  yes  no

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 labeling of all property lines and corners and making the site accessible so that a complete site evaluation can be performed.

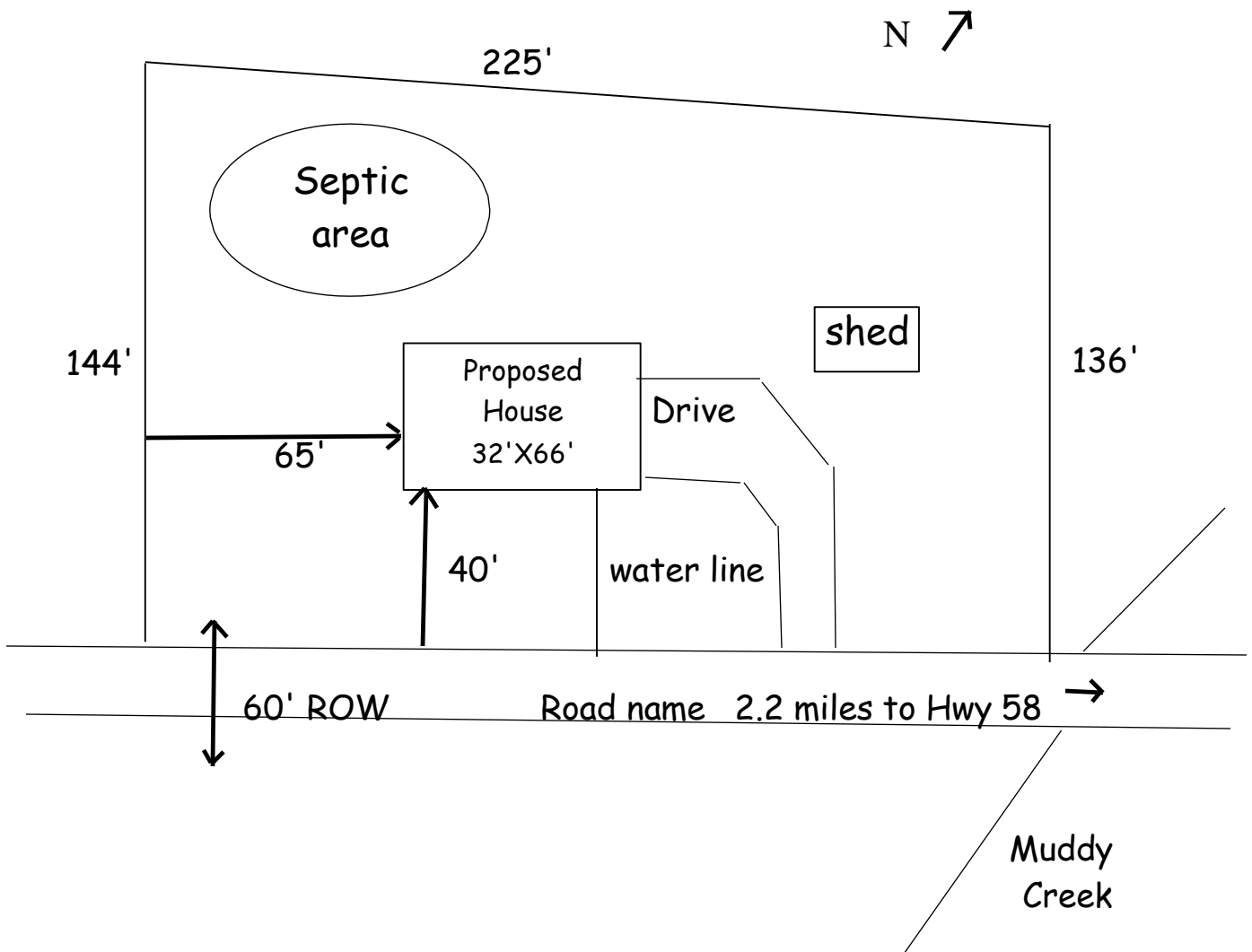
\_\_\_\_\_  
**Property owner's or owner's legal representative\*\* signature (required)**

\_\_\_\_\_  
**Date**

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

## Example Site Plan

This example was prepared to assist you in drawing your own site plan. Without your site plan we cannot perform the site evaluation. If you have any questions, please contact Environmental Health at (252) 448-1221.



SITE PLAN WORKSHEET

Place a mark (X) beside each item that has been indicated on your site plan, incomplete site plans will be returned to you for completion. Remember: **Your property will not be scheduled for an evaluation until we have received a completed application, site plan, and all proposed items are marked on the property.**

- \_\_\_\_\_ - The dimensions of the property.
- \_\_\_\_\_ - The proposed location of all structures (e.g.: facility, wells, water lines, outbuildings, pools). Show the distances from the road and the side property line to all structures. Be sure and give the dimensions for all the structures. If you are unsure as to the structure size, please show the dimensions of the MAXIMUM area of the lot that you anticipate the structure will cover.
- \_\_\_\_\_ - The area you would prefer your septic system to be installed.
- \_\_\_\_\_ - The preferred driveway location.
- \_\_\_\_\_ - The proposed well location.
- \_\_\_\_\_ - A north arrow or other sufficient directional indicator.
- N/A \_\_\_\_\_ - Any proposed structures or improvements to the property such as garages, workshops, pools, etc. **If there are none, circle "N/A"**
- N/A \_\_\_\_\_ - The location of any existing septic tank systems and wells on your property and on the adjoining property within 100' of your property line. **If there are none, circle "N/A"**.
- N/A \_\_\_\_\_ - The location of any easements or right of ways on the property. **If there are none, circle "N/A"**.
- N/A \_\_\_\_\_ - The location of any designated wetlands on the property. **If there are none, circle "N/A"**

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USE THIS SPACE TO DRAW YOUR SITE PLAN: