

Step 1

Complete and submit an application for
On-Site visit and pay \$100.00.

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 15th business day please call the Health Department at 252-448-9111 for the status of your application.
(We ask that only the applicant make inquiries about an application.)

Step 2

If Step 1 is approved, pay an additional
\$100.00 for the Construction Authorization
and Operation Permit.

Step 3

Proceed to the Building Inspection
Department to apply for a building permit.
Must have 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 the Health Department at (252) 448-9111.

Step 1: Obtain the following from the Jones County Courthouse or Internet

- PIN # (Parcel Identification Number) - Property Appraiser's Office (no fee) or visit www.jonescountygis.com (no fee)
- Aerial Map of property (Blue map) - Property Appraiser's Office (\$2.00)
- Deed - Registrar of Deeds (\$0.25 per page) or visit www.jonesrod.com (no fee)

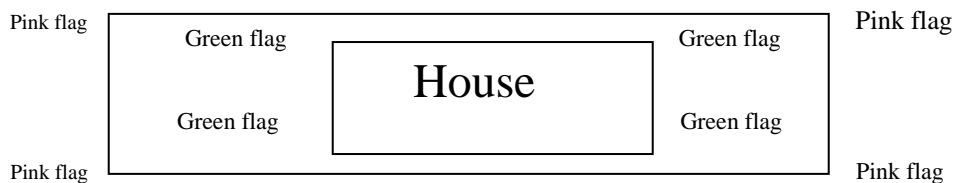
Step 2:

- 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 the pink flags.
- Mark four corners of home with green flags.
- 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.

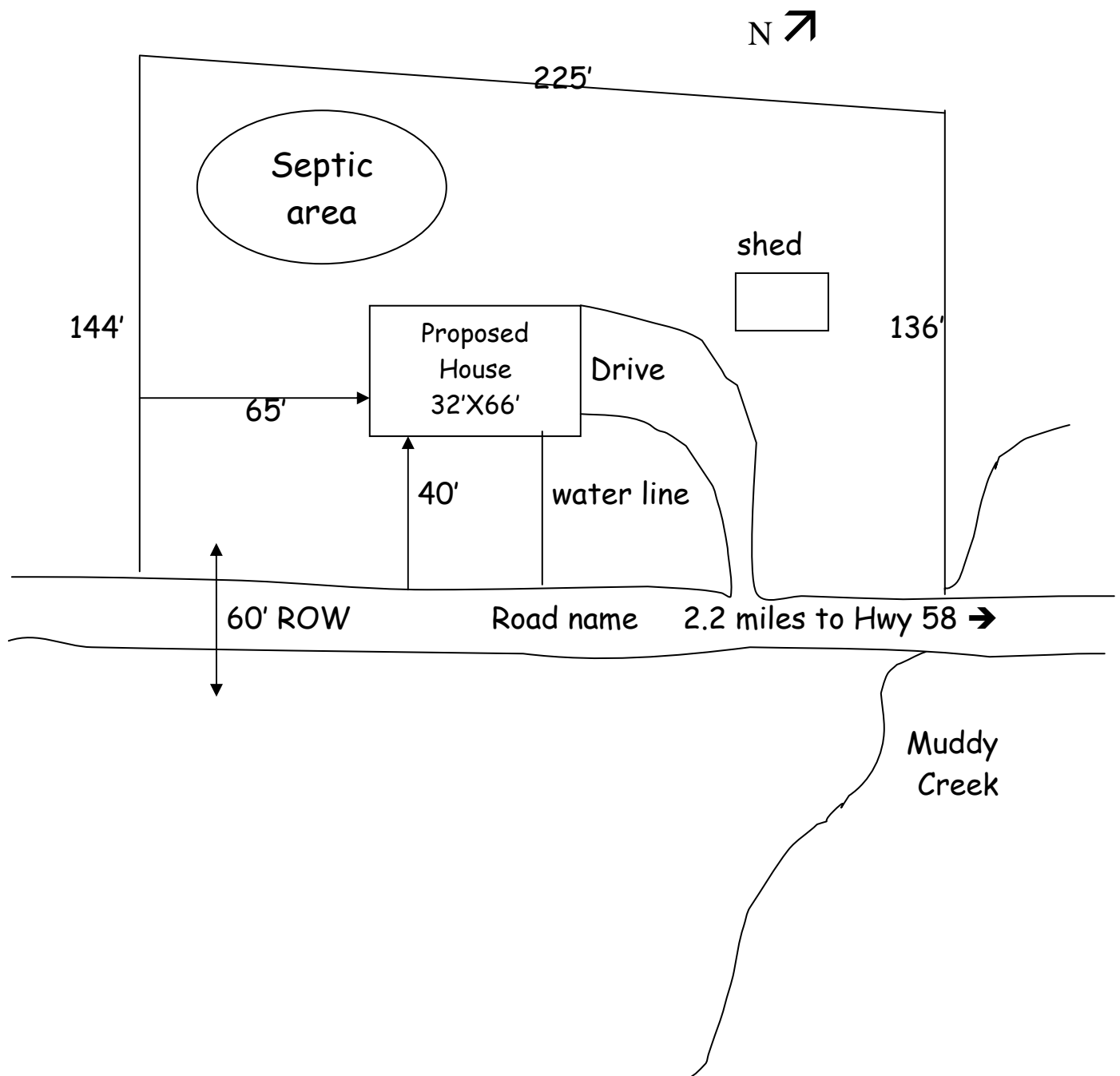


Step 4:

- Submit application with \$100.00 fee. If the lot is approved, additional permit fees will be required to obtain the necessary permits.

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 the Health Department at (252) 448-9111.



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: