

**Alexander County Environmental Health**  
**Phone: (828) 632-1000 Fax: (828) 632-1354**  
**Septic Information Sheet**

1. Complete all applicable blanks; mark N/A (not applicable) in blanks which do not apply to your request. An evaluation **WILL NOT** be done until the **application** and **site plan** are satisfactorily completed.

**Explanation of IP and AC:** When applying for a lot to be evaluated for a septic tank, you have two options. On the application they are listed as IP (Improvement Permit) and AC (Authorization to Construct)

**Improvement Permit (IP):** The EHS will evaluate the soil on your property, or property that you are considering purchasing, and determine whether it is suitable for the installation of a septic system. Improvement permits for which a plat is provided (by a surveyor) shall be valid without expiration as long as the condition of the lot does not change (no grading, etc.). Improvement permits for which a site plan is provided shall be valid for five years. It **CANNOT** be used to install a septic system; it is for purposes of information ONLY. If you later decide to install the septic system, you must obtain an Authorization to Construct.

**Authorization to Construct (AC):** The EHS will evaluate the soil on your property, or property that you are considering purchasing, determine whether it is suitable for the installation of a septic system, design a system for your proposed structure, and draw a permit which may be used by your septic contractor to install the septic system. The AC is valid for five years, as long as the condition of the lot does not change (no grading, etc.).

Please note that if you are building on a lot which will require drilling or boring a well, you **MUST** apply for the well permit at the same time as the septic permit, so that the well site can be determined at the time of the evaluation.

2. If you are not the owner of the property, have the owner sign the Authorization to Act as Legal Representative Form.
3. Include a copy of a scaled plat or site plan with dimensions of the property and proposed structures. Draw in the proposed location of the house, mobile home or other structures, driveways, dedicated right-of-ways (roads, electrical, phone, etc.) and proposed wastewater system location. Locate the facility by showing specific setback dimensions to the front, side and rear of residence when applicable. **Also show the location of existing wells, (and wells within 100 feet of your property) streams and lakes. Must be completed before the site will be evaluated.**
4. Check with the appropriate Zoning Department to determine how your property is zoned.
5. Once the application has been satisfactorily completed, a plat or map of property has been included, and the land has been prepared for evaluation, call Environmental Health Department to schedule an appointment time.
6. Evaluations will be completed as soon as possible after receipt of application. Our department cannot guarantee same day service, but will operate on a first come / first served and workload priority basis.
7. All property corners must be clearly marked with stakes and property lines must be strung off.
8. **Stake the location of the house, mobile home or structures; including decks, porches, garages, as shown on your plat/site plan.**
9. **Clear bushes, large weeds, and briars from the area to be evaluated so that visibility is good for at least 50 feet from any one location and adequate measurements can be taken. DO NOT CUT LARGE TREES OR GRADE TOP SOIL FROM THE LOT.**
10. Call the Environmental Health Specialist when the lot is ready for evaluation.
11. **Do Not Grade or Fill Your Lot until the Environmental Health Specialist has visited your proposed building site and issued an Improvement Permit or Authorization to Construct. Once the Improvement Permit or Authorization to Construct has been issued, the ground over the proposed septic tank nitrification field and repair area for the nitrification field should not be graded or filled. If this area is graded or filled, you may void your Improvement Permit Authorization to Construct. If the area is graded or filled before an Improvement Permit is issued, you may not be issued an Improvement Permit or Authorization to Construct.**

12. An Authorization to Construct wastewater system and well permit is valid for (5) five years. It is not transferable and is required to obtain a building permit.
13. Application void after **6 months**.
14. An Improvement Permit is valid for 5 years and is transferable as long as all site conditions and intended uses do not change. If changes do occur, the Improvement Permit is subject to revocation. A request for a lot evaluation **Does Not** guarantee that an Improvement Permit or Authorization to Construct will be issued.
15. **Improvement Permits, Authorization to Construct, and well permits may be changed only by Alexander County Environmental Health staff. Any alteration or deviation from any permit may result in your Permit being voided by the Alexander County Environmental Health. Changes in design or location will require a new application and fee. There will also be a fee for re-trips.**
16. A. For Existing System Checks  
After an evaluation is made of the sewage system and it is approved, the Environmental Health Specialist will give the Building Inspection Department approval. If the system is not approved because of system failure, a Repair application will be required.  
B. For Repairs  
After an evaluation is made of the sewage system and a soil evaluation completed a Repair Permit will be issued.
17. If a Repair Permit is issued, only the Alexander County Environmental Health staff can make any changes.
18. **KEEP YOUR APPLICATION ON HAND AT ALL TIMES UNTIL THIS PROCESS IS COMPLETE.**