



Property Owner \_\_\_\_\_

Pin # \_\_\_\_\_

Swain County Health Department – Environmental Health  
545 Center Street  
Bryson City, NC 28713  
Phone (828) 488-3198  
Fax: (828) 488-8672

Environmental Health Section  
Instructions for Applicant

In order to make the best use of your time and to assist the staff in completing applications quickly, we ask that the items below be completed prior to the scheduled visit. By completing these items, it reduces the time on the lot and the need for return visits. We appreciate your assistance and cooperation. Please initial by each item that has been completed for the property that you are applying for.

If you are applying for an Improvement Permit, you will only need to complete items 1-6. For an Authorization to Construct, please complete items 1-8.

- 1. \_\_\_\_\_ Application for Improvement Permit/Authorization to Construct has been completed.
- 2. \_\_\_\_\_ A scaled map of the property (other than tax map) with dimensions or a survey plat has been provided. If you are unable to provide an accurate plat or map, please discuss options and alternatives with the Environmental Health Staff prior to the scheduled visit.
- 3. \_\_\_\_\_ All property corners and boundaries have been marked on site.
- 4. \_\_\_\_\_ All wells, springs, or surface waters within 100 feet of the property boundaries have been located.
- 5. \_\_\_\_\_ The approximate location and size of the proposed building have been indicated on site. (APPLIES TO IP'S)

**Note: All property corners, lines/boundaries must be clearly marked or otherwise identified. It is recommended that visible flagging be used every 25 feet where property lines are within 100 feet of the proposed building site.**

- 6. \_\_\_\_\_ Undergrowth needs to be cleared to the point that the property is accessible. The Environmental Health Specialist must have clear visibility for at least 50 feet from any one location in order to take accurate measurements and design the system along contours.

**Note: All proposed structures, including decks, porches, garages, etc. must be stacked out on the site with stakes or flags. The Environmental Health Specialist must be able to identify these proposed structures before site evaluation can be performed.**

- 7. \_\_\_\_\_ The location of the driveway has been staked.
- 8. \_\_\_\_\_ All proposed structures in their exact locations on the site have been staked.
- 9. \_\_\_\_\_ I have completed the newest version of the septic application.

**Note: Under certain circumstances the owner or applicant may be required to have test pits (backhoe pits or hand dug pits) dug before the evaluation can be completed.**

**• Above items must be completed or the evaluation cannot be conducted. Please be advised that a revisit fee (\$50.00 per site) will be assessed if the site visit is made and above items are not completed.**

Please fax or mail this form to the Environmental Health Section at Swain County Health Department at fax number (828) 488-8672

An appointment will not be scheduled until we receive this form signed and dated.

I have completed the requirements listed above and have the property prepared for a soil/site evaluation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of EH Staff

\_\_\_\_\_  
Date



**Swain County Health Department Environmental Health Section**  
***Lot Evaluation Information***

- The Application for Lot Evaluation is valid for one year from the date the application is received in the office.
- A plat/survey of the property must be submitted at the time the application is submitted.
- Refunds must be requested within 90 days after the date of the Application for Lot Evaluation is received in office. If no action occurred other than processing the application, all but \$20.00 will be refunded.
- If the lot evaluation determines the lot “unsuitable” the fee for the completion portion of the inspection will be refunded.
- If additional visits to the lot are required including providing no key or invalid gate codes, a \$50.00 consultative visit charge will be assessed.

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**Requirements for Property Owner/Agent Prior To Initial Site Visit**

- If entry to the property requires a key or a gate code this must be supplied when the application is turned in to the Swain County Health Department.
- Property lines and corners shall be clearly marked.
- Area to be evaluated shall be cleared enough to allow Environmental Health Specialist to perform the procedures of the evaluation.
- The locations of the residence/business, the driveway, water supply and other proposed structures shall be clearly identified on the property.
- **NO GRADING OR OTHER SOILD DISTURBANCE SHALL BE PERFORMED PRIOR TO THE INITIAL SITE VISIT BY THE ENVIRONMENTAL HEALTH SPECIALIST.**

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**Information for Persons Owning or Controlling Property  
With Subsurface Sewage Disposal Systems**

- From the North Carolina General Statutes – Article 11, Chapter 130A-335
  - (a) A person owning or controlling a residence, place of business or a place of public assembly shall provide an approved wastewater system.
- From the North Carolina Administrative Code – Title 15A, Subchapter 18A, Section 1961 (Maintenance of Sewage Systems)
  - (a) Any person owning or controlling the property upon which a ground absorption sewage treatment and disposal system is installed shall be responsible for the following items regarding the maintenance of the system:
    1. Ground absorption sewage treatment and disposal systems shall be operated and maintained to prevent the following conditions:
      - A. A discharge of sewage or effluent to the surface of the ground, the surface waters, or directly into ground water at any time; or
      - B. A back up of sewage or effluent into the facility, building drains, collection system, or freeboard volume of the tanks; or
      - C. A free liquid surface within three inches of finished grade over the nitrification trench for two or more observations made not less than 24 hours apart. Observations shall be made greater than 24 hours after a rainfall event.

The system shall be considered to be malfunctioning when it fails to meet one or more of these requirements, either continuously or intermittently, or if it is necessary to remove the contents of the tank at a frequency greater than once per month in order to satisfy the conditions of Parts A, B or C of this paragraph. Legal remedies may be pursued after an authorized agent has observed and documented one or more of the malfunctioning conditions and has issued a notice of violation.
    2. Ground absorption sewage treatment and disposal systems shall be checked, and the contents of the septic tank removed, periodically from all compartments, to ensure proper operation of the system. The contents shall be pumped whenever the solids level is found to be more than 1/3 of the liquid depth in any compartment.

Swain County Health Department  
Onsite Wastewater Evaluations and Inspections Fees  
September 15, 2016

Residential

2 – 3 Bedroom	\$400.00
4 – 5 Bedroom	\$550.00
6 – 7 Bedroom	\$650.00
Authorization to Construct (AC)	\$250.00
Existing System Inspection	\$150.00
Additional Bedroom	\$200.00
Operation Permit Type 4 & Above (5 Year Inspection Required)	\$350.00

Engineered Option Permit (EOP) Fee

- Pursuant to NC GS 130A-336.1 and 15A NCAC 18A .1971 an Engineered Option Permit is available to an owner that provides an alternative process for onsite wastewater system permitting. Pursuant to NC GS 130A-336.1(n), a fee of 30% of the cumulative total of an improvement, construction authorization, and operation permit fee(s) shall be assessed. This applies to all onsite wastewater fee(s) such as, but not limited to the following: improvement permits, construction authorization permits, and operations permits for all Type I, II, IV, V, VI onsite wastewater systems serving residential and commercial establishments.

Revisit Fee \$50.00

- Refer to page 2 of application packet for the associated items to be completed for the wastewater permit of your choosing.

Commercial

0 – 360 Gallon	\$550.00
361 – 1000 Gallon	\$900.00

**ADDRESS:**

SWAIN COUNTY HEALTH DEPT.  
545 CENTER STREET  
BRYSON CITY, NC 28713

PHONE: 828.488.3198  
FAX: 828.488.8672

www.swaincountync.gov



**HEALTH DEPARTMENT**  
**DIRECTOR**  
ALISON COCHRAN

**ENVIRONMENTAL HEALTH**  
**SUPERVISOR**  
JONATHAN JONES

## SWAIN COUNTY

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### AUTHORIZATION TO ACT AS AGENT

I, \_\_\_\_\_, am the legal owner of the property.

PIN # \_\_\_\_\_, in Swain County, North Carolina.

I do hereby authorize \_\_\_\_\_ (Authorized Agent's Name)

to act on my behalf in applying for and obtaining from Swain County Environmental Health,

an Improvement Permit and/or Authorization to Construct and/or Operations Permit and/or Well Permit

on my property.

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Owner's Signature

Date

Telephone Number

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Authorized Agent Signature

Date

Telephone Number

SWAIN COUNTY INSPECTIONS DEPARTMENT  
101 MITCHELL ST. BRYSON CITY, NC 28713  
828-488-9134/ FAX 828-488-9601

ATTENTION:

**The Swain County Erosion Control Ordinance requires that:**

1. You have an approved erosion control plan in place before you have grading done if you are disturbing one (1) acre or more of ground.
2. If you are disturbing less than an acre, you follow approved guidelines to control erosion and retain sediment on the site, out of streams, and off the property of others.

**Failure to adhere to the ordinance may result in fines, the refusal of a building permit, revocation of a building permit, refusal or revocation of a septic permit.**

I have read the above and understand what is required.

Printed Name: \_\_\_\_\_

Signed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_