

**EXPANSION OF EXISTING SYSTEM
APPLICATION AND SITE PREPARATION PROCEDURES**



**HALIFAX COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
PO BOX 10
HALIFAX, NC 27839
PH #: (252) 583-6651 FAX # (252) 583-2245**

Application Procedure:

- Application for Environmental service must be completed.
- Zoning Application or Zoning permit must be provided at the time application is made.
- Floor plan of the new home must be provided, or floor plans of any additions that are being added.
- All applicable fees must be paid.
- Survey plat of property must be provided
- Site plan, drawn to scale must be provided.

Site Preparation:

- Soil must be removed from the outlet end of septic tank, inlet end of septic tank, and distribution box. Loosen (**DO NOT REMOVE**) all lids so that they can be removed for visual inspection of the inside of the tank and condition of the sanitary tee. **NOTE: IF THERE IS MORE THAN ONE DISTRIBUTION BOX, YOU ONLY NEED TO UNCOVER THE TOP BOX.**
- Orange placard must be posted so that it is visible from the road.
- New home location must be marked with the yellow flags provided.
- Locate all property irons and mark with pink flags provided.

NOTE: ALL ITEMS THAT PERTAIN TO YOUR LOT MUST BE COMPLETED BEFORE YOUR APPLICATION CAN BE ACTIVATED AND PROCESSED. IF THE ITEMS HAVE NOT BEEN COMPLETED AFTER THE APPLICATION HAS BEEN ACTIVATED, ALL APPLICABLE FEES WILL BE FORFEITED AND NEW FEES MUST BE PAID PRIOR TO THE COMPLETION OF YOUR APPLICATION.

WHEN ALL ITEMS HAVE BEEN COMPLETED, REMOVE THE STATEMENT BELOW, SIGN AND DATE. YOU CAN EITHER MAIL OR FAX THE STATEMENT TO THE ENVIRONMENTAL HEALTH OFFICE.

BY SIGNING, I CERTIFY THAT THE REQUIRED SITE PREPARATIONS HAVE BEEN COMPLETED, AND I UNDERSTAND THAT IF ALL ITEMS HAVE NOT BEEN COMPLETED WHEN AN ENVIRONMENTAL HEALTH SPECIALIST VISITS MY SITE, ALL FEES SHALL BE FORFEITED.

OWNER/AGENT SIGNATURE

DATE