

**RE-INSPECTION OF EXISTING SYSTEM FOR REUSE
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.
- If a dwelling is going to be replaced, a floor plan of the new home must be provided.
- All applicable fees must be paid.

Site Preparation for Replacement of Home :

- 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 THE SEPTIC SYSTEM IS 20-30 YEARS OLD, THERE MAY NOT BE A DISTRIBUTION BOX. IF THE SYSTEM HAS 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.

Site Preparation for Additions (other than bedrooms) or Construction of Out buildings:

- Orange placard must be posted so that it is visible from the road
- Location of the proposed addition or outbuilding (storage shed, garage, workshop, etc.) must be marked with the yellow flags provided.
- Septic tank location must be marked with the pink flag provided.
- The septic tank does not have to be uncovered.

General Notes:

- If the septic tank has not been pumped in the last five years, pumping will be required.
- If the septic tank has been pumped in the last two years and you can provide proof, the tank will not have to be pumped. **NOTE: SEPTIC TANK WILL STILL HAVE TO BE UNCOVERED FOR INSPECTION.**

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