

# ROCKINGHAM COUNTY ENVIRONMENTAL HEALTH

## IMPROVEMENT PERMIT AND/OR CONSTRUCTION AUTHORIZATION APPLICATION

Improvement Permit

Construction Authorization

Applicant: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

Owner: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

PIN/Lot Identifier: \_\_\_\_\_ Property Acreage: \_\_\_\_\_

Date Parcel Originally Deeded and Recorded: \_\_\_\_\_

Property Address: \_\_\_\_\_

Subdivision (if applicable) \_\_\_\_\_ Lot #: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_

Directions to property: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Wastewater System Request:  New  Expansion  System Relocation  Change of Use  Repair

Facility Type (House, Restaurant, Office, etc.): \_\_\_\_\_

Number of bedrooms: \_\_\_\_\_ Number of Occupants: \_\_\_\_\_ Other: \_\_\_\_\_

Number of seats: \_\_\_\_\_ Number of Employees: \_\_\_\_\_ Other: \_\_\_\_\_

Basement?  Yes  No Basement Fixtures?  Yes  No

Crawl Space?  Yes  No Slab Foundation?  Yes  No

Is a grinder pump proposed before the septic tank?  Yes  No

Type of Water Supply:  Private well  Public well  Shared well  Municipal Supply  Spring  Other: \_\_\_\_\_

Are there any existing wells, springs, or existing waterlines on this property?  Yes  No

If applying for a Construction Authorization, please indicate desired system type(s):

Accepted  Conventional  Innovative  Other \_\_\_\_\_  Any

If the answer to any of the following questions is "yes", applicant must attach supporting documentation.

Yes  No Does the site contain any jurisdictional wetlands?  
 Yes  No Is any wastewater going to be generated on the site other than domestic sewage?  
 Yes  No Is the site subject to approval by any other public agency?  
 Yes  No Are there any easements or right of ways on this property?

*I have read this application and certify that the information provided herein is true, complete, and correct. Authorized county and state officials are granted right of entry to conduct necessary inspections to determine compliance with applicable laws and rules. I understand that I am solely responsible for the proper identification and labeling of all property lines and corners and making the site accessible so that a complete site evaluation can be performed. **I understand that if the information in the application is falsified, changed, or the site is altered, then the Improvement Permit and/or Construction Authorization shall be invalid. I understand that the permit is valid for either 60 months or without expiration depending upon documentation submitted. (complete site plan = 60 months; complete plat = without expiration)***

\_\_\_\_\_  
Property owner's signature (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's signature (required)

\_\_\_\_\_  
Date

**\*Must provide documentation to support claim as owner's legal representative.**

# Rockingham County Community Development/Environmental Health Site Design

## INSTRUCTIONS

Use the following as a checklist for information needed for a complete site design submittal.

- Proposed Use filled in
- Property Information filled in (use <https://www.webgis.net/nc/Rockingham/> to assist in this information)
- Use the legend to complete the required elements:
  - Property Lines (shape of your property)
  - Buildings and Structures (detail the shape of existing and proposed structures)
    - Include the following:
      - Exterior Walls
      - Stairs
      - Decks
      - Patios
  - Please include distance from structures to the Property Lines (for exceptionally large parcels of land use approximate figures)
  - Driveway(s)
  - Well location
  - Septic Areas (approximate size)
  - At least one (1) adjacent roadway (include road name)
  - Other Property Features (such as ponds, thick wooded areas, etc.)

Please use the following as an example.

**Rockingham County Community  
Development/Environmental Health Site Design**

**Proposed Use:** 3 BEDROOM HOUSE WITH STORAGE BUILDING

The diagram shows a property with a house and a storage building. The house has a deck and a porch. A driveway leads to the house. A well is located near the driveway. A septic area is shown with a dashed outline. The storage building is 10x15 feet. Dimensions include 40' from the storage building to the property line, 20' from the house to the property line, 100' from the house to the property line, 100' from the septic area to the property line, 20' from the house to the property line, and 40' from the driveway to the property line. The property is adjacent to MAIN ST.

\*Review instructions on reverse

Property Information	Legend
Applicant: <u>JOHN L. SMITH</u>	— Property & Road Lines
Contact Phone: <u>(336) 555-1234</u>	▭ Buildings/Structures
Parcel Number or PIN: <u>9999-99-99-9999</u>	● Well
Address: <u>1234 MAIN ST. ANYTOWN, 12345 USA</u>	⋯ Septic Areas

If you have any questions or would like to meet to discuss, please contact:

Community Development  
336.342.8130 x.3  
[planners@co.rockingham.nc.us](mailto:planners@co.rockingham.nc.us)

# Rockingham County Community Development/Environmental Health Site Design

**Proposed Use:** \_\_\_\_\_

\*Drawing does not have to be to scale.

\*Review instructions on reverse

## Property Information

Applicant: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Parcel Number or PIN: \_\_\_\_\_

Address: \_\_\_\_\_

## Legend

—— Property & Road Lines

 Buildings/Structures

 Well

---- Septic Areas



# Rockingham County Department of Health and Human Services

## DOCUMENTATION TO AUTHORIZE AN OWNER'S LEGAL REPRESENTATIVE

Applications for permits require the "signature of the owner or owner's legal representative" (15A NCAC 18E.0202). If the owner does not sign the application himself or herself, they can submit any one of the following documents to designate their legal

representative:

1. Power of Attorney
2. Real Estate Contract
3. Estate executor
4. Bankruptcy trustee
5. Court ordered guardianship

In the absence of the above documentation, the property owner may provide the local health department with documentation that designates a legal representative. A property owner may:

1. Complete this form to document his or her legal representative, or
2. Provide his or her own form that contains the information in this form.

If there are multiple property owners, then all property owners must sign the form that designates a legal representative.

By signing a form that designates a legal representative for purposes of 15A NCAC 18E.0202, the property owner authorizes that representative to act on their behalf in matters pertaining to the application and permitting process, including signing or receiving any application, document or permit. The owner retains full responsibility to meet all permit conditions specified by the local health department.

I, \_\_\_\_\_, am the legal owner(s) of the property located at \_\_\_\_\_, identified as PIN (Parcel Identification Number) \_\_\_\_\_, located in Rockingham County, North Carolina.

I do hereby authorize (print legal representative/company name) \_\_\_\_\_, \_\_\_\_\_, to act as an agent on my behalf in applying for/signing/obtaining any of the documents described below.

- Application for Improvement Permit (IP) / Authorization to Construct (AC)
- Improvement Permit (IP) / Authorization to Construct (AC)
- Application for soil-site evaluation (new/repair)
- Application/permit for private drinking water well/well abandonment
- Application for Compliance Inspection

I agree to abide by all decisions and/or conditions between the legal representative acting on my behalf and the Rockingham County Division of Public Health, Environmental Health Section.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

# CHECKLIST FOR MARKING PROPERTY

The following steps must be completed before your application will be accepted:

- Each **property corner** or proposed property corners **MUST** be clearly marked using stakes, ribbons or flagging
- Each **property line** or proposed property line **MUST** be clearly marked using stakes, ribbons or flagging
- When property has **heavy or thick undergrowth**, site will need to be **cleared** before an evaluation will be conducted
- Outermost corners of **proposed building(s)** **MUST** be marked with stakes, ribbons or flags so that **entire footprint** of the building is identifiable
- All **underground lines** marked by calling the One-Call center at **811** (no charge for this service)
- Place **orange site card** so that it is visible at road frontage of your property

If **any** of the required steps have **NOT** been completed at time of evaluation, I understand that I will be charged a **\$100 revisit fee** **BEFORE** the evaluation will be completed.

I verify that I have **completed** all of the required steps of properly marking my property for site evaluation.

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**Applicant Signature**

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**Date**