

RUTHERFORD - POLK – McDOWELL HEALTH DISTRICT

Application Instructions for the Existing System and Repair Application

APPLICATION FEE: See Fee Schedule for requested services.

MAKE CHECKS PAYABLE TO: RPM Health District

APPLICATIONS ARE PROCESSED IN THE ORDER RECEIVED

Rutherford (828) 287-6317

Polk (828) 894-8004

McDowell (828) 652-2921

The application can be used to apply for existing system checks and for repair permits for malfunctioning septic systems.

1. OBTAIN THE PIN (PARCEL IDENTIFICATION NUMBER) FROM THE TAX ASSESSOR'S OFFICE.
2. THE ADMINISTRATIVE SECRETARIES CAN ASSIST YOU WITH THE CORRECT FORM. FILL OUT THE QUESTIONNAIRE AS COMPLETELY AS POSSIBLE.
3. MAKE SURE TO ANSWER ALL THE RELEVANT QUESTIONS AND FILL OUT THE APPROPRIATE BOXES FOR THE SERVICES YOU ARE REQUESTING.
4. SIGN AND DATE IT AT THE BOTTOM OF THE PAGE.
5. ANY CHANGES MADE AFTER THE INITIAL APPLICATION MUST BE SIGNED/INITIALED BY THE APPLICANT/LEGAL AGENT REQUESTING THE CHANGES.
6. PLEASE PROVIDE DRIVING DIRECTIONS TO THE PROPERTY FROM THE HEALTH DEPARTMENT.
7. TURN THE APPLICATION OVER AND DRAW A ROAD MAP TO THE SITE IF POSSIBLE.
8. FOR EXISTING SYSTEMS, THE SEPTIC TANK MUST BE PUMPED, WITH A RECEIPT DOCUMENTING THE PUMPING BEING BROUGHT TO THE HEALTH DEPARTMENT. THE RECEIPT FOR PUMPING IS REQUIRED PRIOR TO THE SITE VISIT BY A SPECIALIST. PUMPING IS REQUIRED UNLESS:
 - a. THE SEPTIC TANK CAN BE VERIFIED TO HAVE LESS THAN 30% SOLIDS. (IF THE TANK IS SIX FEET DEEP, THERE MUST BE LESS THAN APPROXIMATELY TWO FEET OF SOLIDS.)
 - b. THE SEPTIC SYSTEM IS LESS THAN FIVE YEARS OLD AND THE PERMIT IS FOUND ON RECORD.
 - c. THE SEPTIC TANK HAS BEEN PUMPED IN THE LAST FIVE (5) YEARS AND A RECEIPT IS AVAILABLE.

EXISTING SYSTEM NOTES:

For existing systems, the Health Department will check the following items:

- a. Verify that septic system is not crossing property boundaries.
- b. The distance to water supplies and surface waters.
- c. Visible and/or evident drain-field malfunctions.
- d. Visual inspection of exposed areas of tank for structural integrity.
- e. Verify that there is a system and that it is large enough for the intended use.
- f. Verify that no structure has been constructed over any part of the system.

***IT IS STRONGLY RECOMMENDED THAT A MOBILE HOME NOT BE MOVED OR PERMANENTLY TIED DOWN UNTIL A PERMIT IS ISSUED**

*If no corrections are necessary, an approval for re-connection will be issued. Necessary corrections will be noted, and appropriate permits will be issued to bring the system into compliance. After any system deficiencies have been corrected, an approval may be issued.

*If the system cannot be approved or brought into compliance for re-connection, the permit will be denied.

*Existing system permit approvals will be accepted up to one year after the approval date at the building inspections office.

REPAIR SYSTEM NOTES:

*Based upon the initial questionnaire, and a field site evaluation, the inspector will determine the appropriate course of action.

*A permit for septic repair may be issued after the evaluation by the inspector.

15A NCAC 18A .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 groundwater 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(s) 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.

IF YOU NEED ANY INFORMATION REGARDING ONSITE WATER PROTECTION SERVICES YOU WILL NEED TO CALL AN ENVIRONMENTAL HEALTH SPECIALIST (EHS) OR VISIT THEM IN THE OFFICE. The EHS's are in the office between 8:30-9:30 AM Monday through Friday. EHS's are in the field the rest of the day.

IMPORTANT: BEFORE GOING TO THE BUILDING INSPECTIONS DEPARTMENT BE SURE YOU HAVE A RE-CONNECTION APPROVAL OR A CONSTRUCTION AUTHORIZATION FROM THE HEALTH DEPARTMENT FOR THE SEPTIC SYSTEM.

Please keep this sheet for your information.