

Initial Application Date: _____

Application #: _____

Application Type Code: EHR

Appointment Requested ___yes ___no

Craven County

Centralized Permitting
2828 Neuse Blvd.
New Bern, NC 28562
(252) 636-4987
fax (252) 636-4984

Other Federal, State, and/or local agencies may have laws, rules and /or ordinances that affect the use of your property. You must comply with those laws, rules, ordinances and/or restrictive covenants before building, locating or relocating a structure onto your property.

Application for: Authorization to Expand a Building Foundation

If you are **increasing** the number of bedrooms to your home, you must fill out an application for a New Septic Tank System Improvement Permit. This also applies to businesses **increasing** retail space or number of employees, restaurants **increasing** dining area or number of seats, churches **increasing** seating capacity, and any other applicable factor that will **increase** the waste water flow to the existing septic tank system.
* If the proposed addition will be **within 5 feet** of any part of the existing septic tank system, grease trap system, or repair area(s), you must fill out an application for a New Septic Tank System Improvement Permit for Foundation Addition.

Drinking water supply: Public Existing well Public, but there is also a well on site

The current building type on the property is a: (Check one below)

- House with _____ bedrooms and _____ people living in the home
- Single Wide Mobile home with _____ bedrooms and _____ people living in the home
- Double Wide with _____ bedrooms and _____ people living in the home
- Multi-family residence with _____ bedrooms and _____ people living in the home
- Business: (Describe the business) _____

The foundation addition will be a: (Check one below)

- Den
- Deck
- Living room
- Enlarging a bedroom
- Garage
- Other Explain _____

In order to process this application, you or your contractor will need to mark with flags (or equivalent) the area of the proposed foundation addition. This is to determine if the addition will interfere with the existing septic tank, grease trap, pump tank, drain lines or designated repair area.

(See Back)

Applications will be returned to the applicant if found to be incomplete, sites are not accessible for evaluation, or the property is not properly identified.

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 rules and laws. 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.

CP Employee Witness

() Owner or () Applicant's Signature

If a map is not provided, please draw a sketch of the property showing the location of the home, business, proposed addition to foundation, driveway, septic tank, drain lines, repair area, well(s), water line(s), detached structure(s), water bodies, easements and rights-of-way.

