

# Craven County Environmental Health

Application Date: \_\_\_\_\_  
CDP File #: \_\_\_\_\_

Application #: \_\_\_\_\_  
Appointment Requested \_\_\_yes \_\_\_no

**Planning and Inspections Department**  
**2828 Neuse Boulevard**  
**New Bern, NC 28562**  
**Inspections (252) 636-4987, Fax (252) 636-4984**  
**www.cravencountync.gov**

<p align="center"><b>**Office Use Only**</b></p> <p>LU Fees Paid? Yes___ No___ Amount Paid \$_____</p> <p>LU SD Fees Paid? Yes___No_ Amount Paid \$_____</p> <p>EH Fees Paid? Yes___ No___ Amount Paid \$___ Method of payment: Cash___ Check</p> <p>Other: _____</p> <p>Disaster related? _____ Fees waived? _____</p> <p>Comments: _____</p>
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## 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: _____

Parcel Identifier (PID): \_\_\_\_\_ Property Acreage: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Directions to Site: \_\_\_\_\_

Is the property located within an approved Subdivision? Yes \_\_\_\_\_ No \_\_\_\_\_ Mobile Home Park? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Name of Subdivision or MHP: \_\_\_\_\_

Lot #: \_\_\_\_\_ Section/Phase: \_\_\_\_\_ Year Recorded: \_\_\_\_\_

Did you (or the listed property owner) own this property on Jan. 1 of the previous year? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Facility Type:  Residential  Business (questionnaire provided)  Other: \_\_\_\_\_

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

Dimensions of House: \_\_\_\_\_ x \_\_\_\_\_

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

Square footage of building (for businesses only): \_\_\_\_\_

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:  Public  Private Well  Shared well  Spring  Other: \_\_\_\_\_

Are there any existing wells, springs, or existing waterlines on this property?  Yes  No Specify: \_\_\_\_\_

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

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

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

- Yes  No Does the site contain 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?

Site plan or plat showing the locations of the existing and proposed facilities, existing wastewater systems and repair areas, existing and proposed water supplies, easements, rights-of-way, encroachments, artificial drainage, and all appurtenances must be provided.

*I have read this application and certify that the information provided herein is true, complete, and correct. Authorized county and state officials are granted the 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.***

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## **SITE PLAN**

Please include on this site plan:

- Dimensions of the property.
- Existing and proposed facilities, structures, appurtenances, and wastewater systems.
- Proposed wastewater system showing setbacks to property line(s) or other fixed reference point(s).
- Existing and proposed water supplies, wells, springs, and water lines.
- Existing and proposed vehicular traffic areas; and
- Easements, rights-of-way, encroachments, surface water, and all existing and proposed artificial drainage, as applicable.