

**Albemarle Regional Health Services
Bertie County Health Department
Environmental Health Division
Post Office Box 530
Windsor, NC 27983
Phone 252-794-5303 Fax 252-794-5361**

New Lot Evaluation for Septic System

The following requirements must be met for a Lot Evaluation for a septic system:

1. An **Application for Environmental Services** must be completed. A **completed application** includes the following:
 1. A survey map of the lot. If a survey plat is not available, an aerial photo of the lot can be obtained from the Tax Mapping Office.
 2. The owner of the parcel must complete and sign the application. If the owner is not able to complete the application, the owner must grant written permission to an authorized representative to act on their behalf. The written statement must accompany the application.
 3. **Initial Evaluation Fee---** **\$225.00 per individual lot evaluated**. If the parcel is suitable for a septic system, a **MINIMUM** additional fee of **\$225.00** is needed for the issuance of an Authorization for Wastewater System Construction and an Operation Permit.
2. Lots must be properly flagged with the flags provided at the Environmental Health Office. Each corner of the proposed lot must be flagged, as well as, the proposed location of the residence. Lots that are not properly flagged will not be evaluated. If vegetation or other factors prohibit proper flagging of the parcel, the vegetation must be cleared enough to allow easy access into the lot. A clear line of site is needed from one corner of the lot to the other, so that the flags will be easily visible.
3. Lots are evaluated on a **FIRST COME, FIRST SERVED** basis. When your lot evaluation is completed, the results will be mailed to the address given on the application. Lots, which are suitable for an on-site wastewater system, shall be issued an Improvement Permit. Lots, which are unsuitable, shall receive a Denial Explanation.
4. Lots are always evaluated as soon as possible. Weather conditions frequently create delays in the evaluation process. **Please refrain from repeated calling to see if a site evaluation is complete.** This office will notify you by mail, when the evaluation results are ready.

REMINDER: A traditional Mobile Home or Modular Home can not be placed onto any lot until both an Improvement Permit and an Authorization for Wastewater System Construction have been issued. The same applies to obtaining building permits issued by the Building Inspections Department.

Reinspections and Repairs

The following must be met before a Septic Tank/Existing System Reinspection or Repair can be conducted:

1. An **Application for Environmental Health Services** must be completed at the Environmental Health Office and appropriate fee paid. The fee for an existing system inspection or repair inspection is **\$60.00** for each system inspected.
2. Two areas of the septic system must be uncovered before the inspection can be conducted. The outlet end of the septic tank and the distribution box must have all soil cover removed, and the lids loosened before the inspection can be conducted.
3. Once the soil cover is removed, **remove** the lid from the distribution box, but **DO NOT REMOVE** the lid from the septic tank only loosen the lid. **An open septic tank is hazardous for fear of someone falling into the tank.** *(The Bertie County Health Department is not responsible for lids that become broken or damaged as a result of the inspection process.)*
4. Once both items are uncovered, contact the Environmental Health Office. **Inspections will not be done until the office is notified.**

Water Samples

1. An **Application for Environmental Services** must be completed at the Environmental Health Office and appropriate fee paid. The fee for a water sample is **\$40.00** for each different type of sample collected.
2. Water Samples are collected **Monday through Thursday before 12:00 noon.** Samples are delivered to the State Laboratory of Public Health in Raleigh for testing.
3. Open the well house for well construction inspection. Not all samples can be collected from certain types of wells. Remove any garden hoses from an outdoor faucet, if the sample is to be collected there. Accurate samples can not be taken through a garden hose.