



The Jackson County Department of Public Health

538 Scotts Creek Rd. Suite 100 • Sylva, NC 28779

Tel: 828-586-8994 • FAX: 828-586-3493

Shelley Carraway

DIRECTOR

Policy for the Submittal of Engineered Plans

Receiving a set of plans does not guarantee a permit from Jackson County. The process can and does require time to make a site visit, speak with the engineer and arrange an onsite meeting with all interested parties, *after* JCDPH has received the plans.

JCDPH will exercise the right to review any set of plans for a period of:

240-1439 gpd for *at least* 5 business days

1440-2999 gpd for *at least* 10 business days

This time frame is for plan review and does not include field activities.

During the review time any amendments that need to be addressed will be communicated to the engineer. Any and all changes to a set of plans shall be made in writing to JCDPH and shall contain the seal and signature of the engineer

Plans shall be drawn to a scale not to exceed 1 inch equals 60 feet. Hand drawn plans will not be accepted.

Any plans that include a facility other than a single family residence shall require a pre-engineering consultation with the health department. This could take place in the field, at the environmental health office or via a conference call. This will reduce the need for changes to a set of plans. Also required will be a set of floor plans.

The plans shall include *all* information specified in rule .1938 (i) 1-10. If each item in the rule is not addressed, the plans will not be approved for a permit. Other information may be required at the request of the JCDPH.

The pre-construction site meeting will require that the engineer shall be present.

The system area shall have a contour map along with a 'to scale' plat with all of the appurtenances included on the drawing. This shall include the drain lines, tanks, and other components. Any system that has an easement or a tri-party agreement or is in a remote location, additional surveying will be required.

Prior to issuance of a construction authorization and the pre-construction site meeting, the system shall be flagged in with a laser transit on the ground. The party responsible for flagging the system on the ground will work under the direction of the engineer, consultant or licensed soil scientist. Jackson County will *not* flag the system in prior to the meeting.

There are usually multiple partial final inspections. JCDPH will be present but the engineer or engineers' representative; will need to make a site visit. The decision to allow a system component to be covered will be a joint decision between the engineer and JCDPH. Jackson County will not be solely responsible for the final inspections of the system.

All engineered systems require a letter of certification from the engineer and as-built drawings prior to the issuance of an operations permit. There will be no exceptions.

Prior to the issuance of an operations permit, all involved parties and the certified operator shall be present at the initial startup of the system. Before scheduling this meeting, it is imperative the system has gone through an entire cycle. If it has not been through a trial run and functioned as designed, there will be a revisit fee.