



**Jackson County Department of Public Health**  
**538 Scotts Creek Rd. Suite 100 • Sylva, NC 28779**  
**Tel: 828-587-8250 • FAX: 828-586-1207**  
**Shelley Carraway**  
**DIRECTOR**

**Environmental Health Section**  
**Instructions for Applicant**

In order to make the best use of your time and to assist the staff in completing applications quickly, we ask that the items below be completed prior to the scheduled visit. By completing these items, it reduces the time on the lot and the need for return visits. We appreciate your assistance and cooperation.

If you are applying for an Improvement Permit, you will only need to complete items **1-6**. For an Authorization to Construct or Well Permit please complete items **1-8**.

1. \_\_\_\_\_ Application for Environmental Health Services has been completed.
2. \_\_\_\_\_ A scaled map of the property (other than tax map) with dimensions or a survey plat has been provided. If you are unable to provide an accurate plat or map, please discuss options and alternatives with the Environmental Health Staff prior to the scheduled visit.
3. \_\_\_\_\_ All property corners and boundaries have been marked on site.
4. \_\_\_\_\_ All wells, springs, underground utilities, or surface waters within 100 feet of the property boundaries have been located.
5. \_\_\_\_\_ The approximate location and size of the proposed building have been indicated on site.

**Note: All property corners, lines/boundaries must be clearly marked or otherwise identified. It is recommended that visible flagging be used every 25 feet where property lines are within 100 feet of the proposed building site.**

6. \_\_\_\_\_ Undergrowth needs to be cleared to the point that the property is accessible. The Environmental Health Specialist must have clear visibility for at least 50 feet from any one location in order to take accurate measurements.

PERMIT NUMBER: \_\_\_\_\_

PIN NUMBER: \_\_\_\_\_

**Note: All proposed structures, including decks, porches, garages etc, must be staked out on the site with stakes or flags. The Environmental Health Specialist must be able to identify these proposed structures before site evaluation can be performed.**

7. \_\_\_\_\_ The location of the driveway has been staked.

8. \_\_\_\_\_ All proposed structures in their exact locations on the site have been staked.

**Note: Under certain circumstances the owner or applicant may be required to have test pits (backhoe pits or hand dug pits) dug before an on-site wastewater evaluation can be completed.**

- **Above items must be completed or the evaluation cannot be conducted. Please be advised that a revisit fee (\$50.00 per site) will be assessed if the site visit is made and above items are not completed. Please note that permits will be held until payment is received in full if a charge is required for additional site visits.**

**No full refunds will be given. If applicant changes their mind prior to the initial site visit a \$20.00 administrative fee will be levied and the remaining balance can either be transferred or refunded. If site visit is made with no permit issued there be an additional \$25.00 fee. If permit is issued there will be no refund. This request for refund must be made within 90 days from the date of application and prior to any site visit.**

**Please fax or mail this form to the Environmental Health Section at the Jackson County Department of Public Health at (828)586-1207 (FAX)**

**An appointment will not be scheduled until we receive all required documentation.**

I have completed the requirements listed above and have the property prepared for a soil/site evaluation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date