



**COUNTY OF RANDOLPH**  
 Health Department  
 204 E Academy St - Asheboro NC 27203

**APPLICATION FOR EXISTING SYSTEM AUTHORIZATION**

*If the information in the application for an Existing System Authorization is falsified, changed or the site is altered, then the approval become invalid. The authorization is valid for 12 months from the date of issuance.*

Applicant:	Date:
Address:	Application #:
City, ST ZIP:	Parcel number:

Owner:	Contact:
Address:	Contact Phone:
City, ST ZIP:	

Authorization Request Type:

Comments: \_\_\_\_\_

**LOCATION INFORMATION:**

Address:
Subdivision Name: _____ Lot number: _____

**EXISTING FACILITY INFORMATION:**

Existing Facility Type:	
Existing Facility Dimensions:	Existing Facility Bedrooms:
Existing Facility People:	Existing System Location:
Yr Exist Fac. Sys Installed:	Water Supply Type:
Current/Previous Use:	

**PROPOSED FACILITY INFORMATION:**

Proposed Facility Type:	Proposed Fac. Dimensions:
Proposed # of Bedrooms:	Proposed # of People:
Proposed Facility Basement?:	Plumbing in Basement?:
Proposed Facility Desc:	

**Total application fee: \$100.00**

**AUTHORIZATION TO PROCEED:**

I have read this application and certify that the information provided herein is true, complete, and accurate. 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 properly identifying and labeling all property lines, corners, and septic systems, and making the site accessible to facilitate a complete evaluation.

\_\_\_\_\_  
 Signature of property owner/legal representative

\_\_\_\_\_  
 Date

LOCAL TELEPHONE NUMBERS  
 Asheboro: (336) 318-6262 • Archdale/Trinity: (336) 819-3262  
<http://www.randolphcountync.gov>

**EXISTING SYSTEM AUTHORIZATION**  
**INSPECTION PROCEDURES**

**SUBMITTING APPLICATION:**

1. The owner or the owner's legal representative must complete an application, providing all necessary information for proper evaluation and sizing of the septic system.
2. Provide an approved site plan for each site that an application is submitted.
3. The applicant must provide a plat or preliminary plat if they are proposing a division of the tract, and the site must be flagged to match the preliminary plat
4. The site plan must include proposed house location and/or additions with distances clearly shown from two different property lines. The site plan shall also show any existing or proposed wells, buildings, additions to buildings, surface waters, driveways, sidewalks, and other structures that may affect the septic system area on this or all adjoining lots. The site plan may be returned if it is unclear as to where everything is to be located.

**PREPARING THE SITE:**

1. Mark the property lines clearly, maintaining a line of site between corners.
2. Stake house or addition location clearly using stakes and flagging. (*The site must be staked to match the submitted site plan.*)
3. The septic tank may have to be uncovered or located if no home is on site, no septic permit can be located, or we are unable to locate septic system.
4. **If no permit is on file and no home is currently connected to the system the authorization will be limited to a two bedroom home (residential), or a 4 employee business (commercial)**

**GETTING ON THE LIST TO BE EVALUATED:**

1. Before the lot(s) will be considered ready, and put on the list, all of the above steps must be complete including the approved site plan staked out on site.
2. Mail or fax the signed "**Site Ready Card**" to the Randolph County Health Department. Fax (336) 318-6265.
3. You can be provided with an **approximate** time frame for the inspection to be performed.
4. You will be notified if we visit your site and it is found to be improperly prepared or the site plan does not match what is staked on site. It will not be consider ready until it has been **properly prepared**.

**PLAT APPROVAL PROCESS**

1. Provide a copy of the plat or proposed plat showing the proposed division.
2. If known, please indicate the location of the septic and or well

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(detach)

**SITE READY CARD**

I have read the above instructions. I attest that my site is prepared according to the instructions. The site is marked to match the submitted Site Plan. I understand that the Environmental Health Office will not proceed with the evaluation if the site is not prepared properly and the site is not prepared per the submitted Site Plan. The Environmental Health office will charge a **\$50.00 re-inspection** fee for any site not properly prepared. I am granting permission to the Randolph County Environmental Health official(s) to go upon the lands specified on my application, for conducting the required inspection(s), to issue the requested authorization.

***There is a \$50.00 re-inspection fee for any site not properly prepared.***

\_\_\_\_\_  
Signature of property owner/legal representative\*

\_\_\_\_\_  
Date

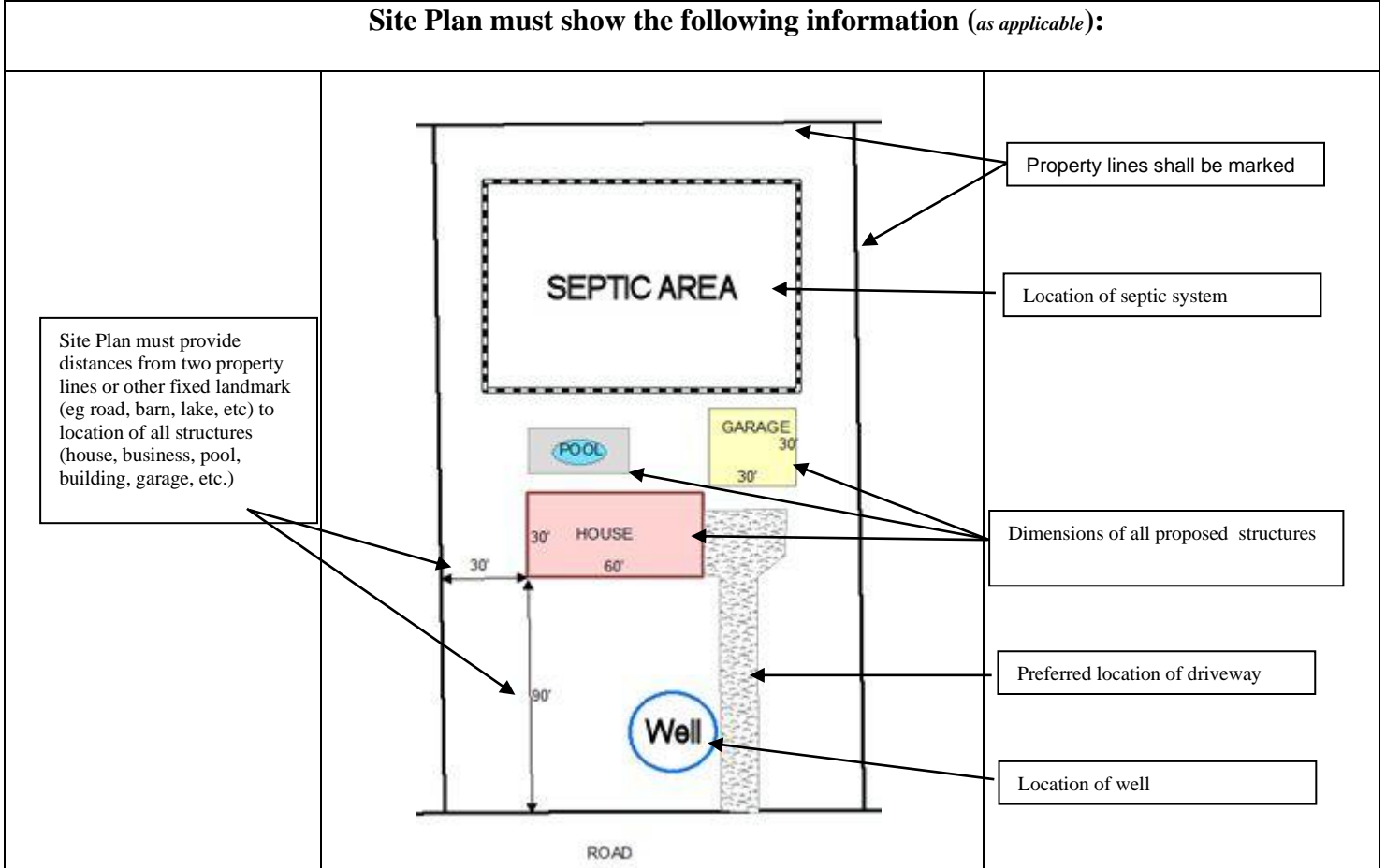
**EH-COMPLIANCE SITE PREPARATION INSTRUCTIONS WORKSHEET**

APPLICATION NUMBER: 2024-00000004

The following items **must be completed** prior to submitting your application.

- 1. Site preparation requirements:
  - a. The property lines must be clearly marked to maintain line of sight from corner to corner
  - b. Approved Site Plan or Proposed Plat must be submitted
  - c. The addition (deck, pool, garage, building, etc.) shall be staked and flagged to match site plan.
  - d. Submit to [eh-info@randolphcountync.gov](mailto:eh-info@randolphcountync.gov).

**Site Plan must show the following information (as applicable):**



I have read the above instructions. I attest that my site is prepared according to the instructions. The site is marked to match the submitted Site Plan. I understand that the Environmental Health Office will not proceed with the evaluation if the site is not prepared properly and the site is not prepared in accordance with the submitted Site Plan. The Environmental Health office will charge a **\$50.00 re-inspection** fee for any site not properly prepared. I am granting permission to the Randolph County Environmental Health official(s) to go upon the lands specified on my application, for conducting the required inspection(s), to issue the requested permit(s).

***There is a \$50.00 re-inspection fee for any site not properly prepared.***

*Your property will not be scheduled for an evaluation until we have received a completed application, site plan and all proposed items are marked on the property.*