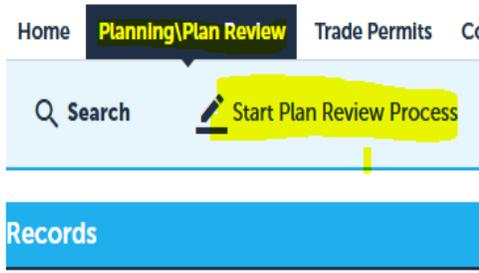


Septic Expansion or Repair Application

All of our applications are made through Accela Citizen Access

<https://citizenaccess.cabarruscounty.us/CitizenAccess/Default.aspx>

- Following the link above create an account. It is needed to start creating your application
- Once you have created the account, make sure to sign in with your username and password
- Once you have logged in. From the home page click, **planning plan review**, then click **start plan review process – see below**



- Read the **General Disclaimer**, acknowledge by clicking the little box and **continue the application**

Online Application

Welcome to our Online Permitting System. Using this system you can submit and update information at the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

- On this page, enter work location of the property where you need the work to be done (when entering property address, do not include St, Rd, Dr, etc.) then **click search** – example below
- Once the address shows up for you, click **perc test, septic and well**
- From the display options, you will click on the application you need to fill out – **Septic expansion or repair**

Enter Work Location

For best results:

* Enter number in one box ("From" or "To") only

* Do not include Street Direction or Street Type (i.e. St, Rd, Dr, etc.)

Use map to select work

* Street No.: - To * Street Name:

Select one address(1 items):
Showing 1-1 of 1

Address	Description	City	State	Zip	Parcel	Owner	Action
300 MOORESVILLE RD. 189352.00000000, KANNAPOLIS CABARRUS NC 28081	189352.00000000	KANNAPOLIS	NC	28081	56144045270000	CITY OF KANNAPOLIS	Select

Please Select ONE Service(20 services found):

- ▶ Kannapolis Permits
- ▶ Kannapolis Planning
- ▼ Perc Test / Septic / Well
Septic and Well Permit Applications and Inspection Requests for the Cabarrus Health Alliance
 - Soil Evaluation
 - Additional Acreage
 - Septic Expansion or Repair (Specify in Application Name)
 - Well Application
 - Well Head Inspection / Water Sample Collection (Specify in Application Name)
 - Existing System Approval (sheds, swimming pools, etc.)
- ▶ Plans Review
- ▶ Residential Trade
- ▶ Commercial Trade

Select only one service at the time to avoid creating incomplete applications

- Click continue application
- Read the highlighted message in yellow – Even if there are no underground utility lines on the property, we still need the verification reference/ticket number to confirm and move your application forward.
- You can stop and give them a call to request the location of any underground utility lines on the property.
- Make sure to **save and resume** your application at the bottom of the page

Soil Evaluation

1 APO	2 Applicant	3 ASI	4 Attachments	5 Review	6
-------	-------------	-------	---------------	----------	---

Step 1: APO > Address Information

You must call the NC One Call Center, dial 811 or 1-800-632-4949, to locate underground utilities prior to our site investigation. There is no charge for this service.

The NC One Call Center will issue you a ticket number and a date that they will visit to mark the underground lines. You must provide this information to submit your application.

* indicates a required field

- Once you have reviewed the information about the property, scroll all the way to the bottom, on the right, **click continue application**

If you resumed the application, click on Trade Permits and you should see a blue link that says, **RESUME APPLICATION** – click on that and should bring you back to the application (**start where you left off - Ok**)

Step 2 – Enter the applicant and/or the owner’s information. You can provide both, the applicant’s contact information and also the owner’s contact information. Click on the blue box where it says, **select from account**. If you are the applicant, click the circle that says, **associated contact**, and if you would like to add the owner’s information, click on the circle **associated owner** and fill out the information requested, and click **continue, and continue application.**

Step 3

All these fields are required to provide description about the work that you are requesting to do. Ex: Repair the septic system leach field.

If it’s an expansion, provide the number of bedrooms that you are adding.

Custom Fields – Answer all questions on this page

At the end of this page, you need to enter the 811 ticket/reference number & the date that they coming out to the property to mark the underground utility lines. Click **Continue application**

Custom Fields

GENERAL

* Application Type:

* Review Type:

* Water Supply:

* Does the property contain any jurisdictional wetlands?: Yes No

* Property subject to approval by any other public agency?: Yes No

* Are you attaching a Site Plan?: Yes No

* 811 Ticket / Reference Number:

* 811 Visit Date: 

Save and resume later

This page is detailing the setbacks for the septic system. Once reviewed, **acknowledge** by checking the little box , then **continue application**.

Step 3: ASI > Setback Acknowledgement

Septic System Off-Set Distances:

The off-set distances below are the guidelines to use. The septic tank system (including the tank) and its designated repair area must be kept:

- 5 feet from any above ground swimming pools
- 15 feet from any in ground swimming pools
- 5 feet from detached structures & proposed additions that support weight
- 15 feet from a basement
- 10 feet from the property line
- 50 feet from the well
- 20 feet from another septic system
- 1 foot from patios and slab foundations

This does not apply for Zoning purposes. Contact Zoning Office for Setbacks. For any Proposed Use, please contact your Zoning Office for more Setback Specifications on your specific location.

* indicates a required field.

Custom Fields

ACKNOWLEDGEMENT

* I (We) Acknowledge:

Step 4 - This page is requesting your signature on the **signature page**, right-click the link, and click to open in new tab. That will open the signature page in a new tab for you to sign and date, you need to save the document on your computer, and then attach it to the application by clicking on the blue button that says, **ADD**. (You can also skip this step, and email us the signature page separately at EHAPPS@CABARRUSHEALTH.ORG). You can continue the application by acknowledging the little box which is also for the site plan requirement. **Continue application**

Attachment

Please Review the following documents when requesting new or service upgrade electrical permits.

Meter Base Letter

The maximum file size allowed is 75 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

I HAVE READ THIS APPLICATION & CERTIFY THAT THE INFORMATION PROVIDED HEREIN IS TRUE, COMPLETE & CORRECT. AUTHORIZED COUNTY & STATE OFFICIALS ARE GRANTED 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.



Property owner's or owner's legal representative ***SIGNATURE REQUIRED*** granting right of entry

**** Must provide documentation to support claim as owner's legal representation. ****

DATE: ___ / ___ / ___

Step 5 - Review all the information you have entered, make sure your email, phone number, property address is correct, and **continue the application at the bottom**.

Once you click continue application, you will be able to get your application/permit number that will look like **CHA-SEP-2025-00XXX**. At this point your application has been submitted to the Health Department for review.

Once we have reviewed your application, we will follow up with you by email to request payment online.

How to make payment online – Follow the steps below

- Using the same email and password that you used to create the application, sign in to Accela Citizen Access - <https://citizenaccess.cabarruscounty.us/CitizenAccess/Default.aspx>

Once you have logged in - From the **HOME PAGE** click, **TRADE PERMITS**, and you should be able to see your application number, and a **BLUE LINK** that says, **PAY FEES DUE** and continue application to complete payment online.

<input type="checkbox"/>	03/14/2024	CHA-WE-2024-00044	Well Application	Test App	300 MOORESVILLE RD, KANNAPOLIS NC 28081	VOID	Pay Fees Due	New well
--------------------------	------------	-----------------------------------	------------------	----------	--	------	------------------------------	----------

Once you have submitted payment, please email us at EHAPPS@CABARRUSHEALTH.ORG to let us know payment was made to move your application forward.