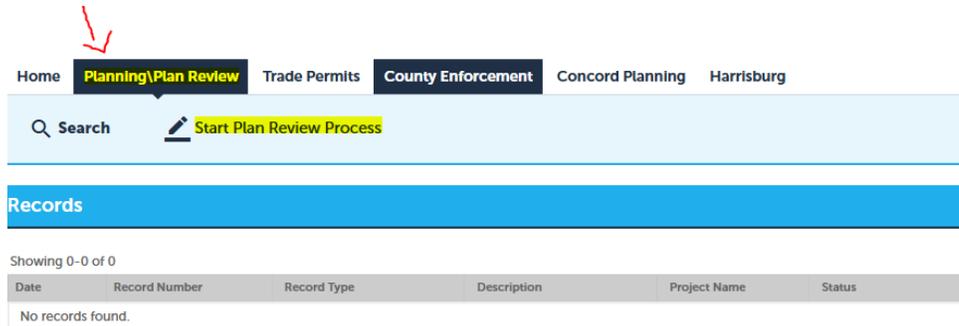


## Existing System Approval Application

All of our applications are made through Accela Citizen Access

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

- Following the link above create an account before starting the 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 informal 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 – **Existing System Approval**

## 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.)

\* Street No.:  - To

Search

Clear

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

Search

Please Select ONE Service(21 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

Continue Application

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

Save and resume later

## Soil Evaluation

1 APO	2 Applicant	3 ASI	4 Attachments	5 Review	6
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### 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 it 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.**

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Owner Contact Info

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

### Step 3

Detail Information

Application Name: ?  
Project Name

\* General Description:  
Brief Description of the Project

\* Detailed Description:  
Please Provide Details for the Project

All these fields are required to provide description about the work that you are requesting to do. Ex: Adding a pool, adding a detached garage, etc.

Make sure to provide dimensions on any and all proposed additions.

## 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 are coming out to the property to mark the underground utility lines. Click **Continue application**

### Custom Fields

**GENERAL**

\* Application Requested For: --Select--

If other, please describe:

spell check

\* Existing Facility Type: --Select--

If other existing facility type, please describe:

spell check

\* Proposed Facility Type: House / Modular

If other proposed facility type, please describe:

\* Are you requesting changes to wastewater design flow or strength?:  Yes  No

Year wastewater system was installed, if known:

Name(s) that original permit was issued to, if known:

spell check

\* Property Acreage:

\* If residential, answer the following:  Yes  No

Proposed number of bedrooms:

Proposed number of occupants:

\* If this is a business, please answer the following:  Yes  No

Number of seats:

Number of employees:

\* 811 Ticket / Reference Number:

\* 811 Visit Date: MM/DD/YYYY

Save and resume later

[Continue Application >](#)

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](mailto: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-ESA-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.

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### 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 - [are](#)

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	<a href="#">CHA-WE-2024-00044</a>	Well Application	Test App	300 MOORESVILLE RD, KANNAPOLIS NC 28081	VOID	<a href="#">Pay Fees Due</a>	New well
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Once you have submitted payment, please email us at [EHAPPS@CABARRUSHEALTH.ORG](mailto:EHAPPS@CABARRUSHEALTH.ORG) to let us know payment was made to move your application forward.