



Checklist for Wake County “COMMON FORM FOR LICENSED SOIL SCIENTIST COVID-19 PERMIT OPTION FOR NON-ENGINEERED SYSTEMS”

Project Name _____ Permit Number (if applicable) _____

Applicant Name _____ Applicant Email & Phone _____

Final LSS COVID-19 Permit Option for Non-Engineered System Submittal Package Requirements	
<p>Regulations Governing Wastewater Treatment and Dispersal Systems in Wake County require a certification on use of Innovative Products on on-site wastewater system. Refer to NC Dept. of Health and Human Services, Division of Public Health website for information regarding Licensed Soil Scientist COVID-19 Permit Option for Non-Engineered System. Wake county has a digital application procedure therefore items in the Common Form must be completed and uploaded separately. Naming conventions and descriptions of files for completion are included in the checklist below. Required forms are denoted with an asterisk (*); remaining forms should be included as applicable for individual applications.</p>	
<input type="checkbox"/>	1. Common Form with Insurance Documents and Plat_CFIItems6and12.pdf *
<input type="checkbox"/>	a. Completed Common Form
<input type="checkbox"/>	b. Proof of Liability coverage as required per item # 6 of Common Form (dates must be current and proof that the company coverage also covers individual professionals as well)
<input type="checkbox"/>	c. A copy of plat as defined in NCGS 130A 334 (7a).
<input type="checkbox"/>	2. Soils Evaluation Report_CFIItem17.pdf: Per item #17 of Common Form *
<input type="checkbox"/>	3. Innovative Letters.pdf: Signed copies of innovative letter(s) as required
<input type="checkbox"/>	4. Easements Right of Ways_CFIItem14.pdf: Document filed in County Register of Deeds per item #14 of Common Form
<input type="checkbox"/>	5. Multi-party Agreements_CFIItem15.pdf: Document filed in County Register of Deeds per item #15 of Common Form
<input type="checkbox"/>	6. Location of Proposed or Existing Wells_CFIItem16.pdf
<input type="checkbox"/>	a. Site plan showing proposed or existing well per item #16 of Common Form
<input type="checkbox"/>	b. Application number of Well Permit
<input type="checkbox"/>	7. Geologic & Hydrogeologic Evaluation_CFIItem18.pdf
<input type="checkbox"/>	a. Documentation on Geologic & Hydrogeologic Evaluation per item #18 of Common Form
<input type="checkbox"/>	b. Application number of Well Permit
<input type="checkbox"/>	8. Proposed Site Landscape Drainage Soil Modification_CFIItem19.pdf: Documentation on landscape, site, drainage modifications per item #19 of Common Form

Wake County Licensed Soil Scientist COVID-19 Permit Option for Non-Engineered System Submittal Package Requirements		
<input type="checkbox"/>	9.	Additional Project Documentations.pdf: Documentation as required by LSS/Owner
<input type="checkbox"/>	10.	System Design Documentation.pdf * (May be submitted before post-conference)
	<input type="checkbox"/> a.	Plan and specifications of on-site wastewater system
	<input type="checkbox"/> b.	Any other technical documentation in support of the design
<input type="checkbox"/>	11.	AuthorizationToOperate_CFPart3.pdf: Common Form Part 3 must be submitted to Wake County to request post-construction conference.
<input type="checkbox"/>	12.	Alternative Sewage Disposal System Maintenance Schedules.pdf: In addition to Common Form requirements, Wake County regulations require an Alternative Sewage Disposal System Maintenance Schedule (ASDSMS) as part of submittal. ASDSMS Document should be signed and Recorded with Wake County Register of Deeds. ASDSMS can be found at the Alternative Sewage Disposal System Maintenance Schedule website .

Note: Following people must be at the Post Construction Conference

- 1) The owner of the system
- 2) The Licensed Soil Scientist
- 3) The Onsite system contractor who installed the system
- 4) The Certified Operator of the wastewater system if required
- 5) A representative from Wake County, Environmental Services

