



Checklist for Wake County “COMMON FORM FOR ENGINEERED OPTION PERMIT” (EOP)

Project Name	_____	Permit Number (if applicable)	_____
Subdivision Name	_____	Lot #	_____
Applicant Name	_____	Applicant Email & Phone	_____

Final EOP Submittal Package Requirements

Regulations Governing Wastewater Treatment and Dispersal Systems in Wake County require a certification on use of Innovative Products on on-site wastewater system. The NC Dept. of Health and Human Services, Division of Public Health [website](#) provides links to Engineered Option Permit (EOP) Rules and a link to the EOP common form. Wake county has a digital application procedure therefore items in the EOP 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.

<input type="checkbox"/>	1.	Common Form with Insurance Documents and Plat_CFIItems6and12.pdf *	
	<input type="checkbox"/>	a.	Completed EOP common form
	<input type="checkbox"/>	b.	Proof of Liability coverage as required per item # 6 of EOP 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). If the conditions of the plat cannot be met as defined, a statement stating that the plat submitted meets the definition of NCGS 130A 334 (7a) with additional document/site plan provided or equivalent statement will be acceptable.
<input type="checkbox"/>	2.	Soils Evaluation Report_CFIItem17.pdf: Per item #17 of EOP 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 EOP form	
<input type="checkbox"/>	5.	Multi-party Agreements_CFIItem15.pdf: Document filed in County Register of Deeds per item #15 of EOP	
<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 EOP 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 EOP form
	<input type="checkbox"/>	b.	Application number of Well Permit



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<input type="checkbox"/>	8. Proposed Site Landscape Drainage Soil Modification_CFItem19.pdf: Documentation on landscape, site, drainage modifications per item #19 of EOP form
<input type="checkbox"/>	9. Additional Project Documentations.pdf: Documentation as required by Engineer/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. Engineering flow reduction documentations and cut sheets etc. as required
<input type="checkbox"/>	c. 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 Engineer designing the system
- 2) The owner of the system
- 3) The Licensed Soil Scientist or Geologist who performed the soils evaluation
- 4) The Onsite system contractor who installed the system
- 5) The Certified Operator of the wastewater system if required.
- 6) A representative from Wake County, Environmental Services.