

Search Techniques for Well and Septic Records

Beginning December 2022, Buncombe County is offering a new download of all of our Septic permit data to make it easier to search for permits. The Open Data portal can be accessed by visiting <https://data.buncombecounty.org/datasets/buncombe-county-septic-data/explore>. Once you have located the Case Number of the property you are interested in, you may use the [Buncombe County Development Portal](#) to view documents using the instructions below. The fastest way to search is by entering your Case Number in the global search option shown below. Then choose Record Info > Attachments.



You may also search for septic system and well records using the instructions below. Please visit <https://onlinepermits.buncombecounty.org/>. **You do not need to register to search for well and septic permit records.**

Notes and Tips:

- Permits for septic systems were not issued before 1977, so generally we will not have documents for anything older than 1977.
- Permitting for wells began in 2005.
- Parcel numbers change whenever land area is changed. Your Septic or Well permit may be listed under an old parcel number. You can use our Buncombe County pin history website to search your current pin number and see prior pin numbers. <https://pinhistory.buncombecounty.org>
- An address is not required to get a septic permit. Addresses are not issued until a structure is placed on the property. Therefore, many septic permits have no street number assigned to them. Permits issued prior to 2011 will likely have only a street name and no street number. Permits issued in 2011 and later will have addresses like 99999 [Street Name], which indicates that an address has not been assigned. It is recommended to search for your address and/or parcel number first. If the initial search does not return a result, then try just the street name.
- You may be able to find your well and septic permit by searching for your building permit and viewing related records under the Record Info Tab. This option only works on new construction permits.
- Use * as a wildcard in the application name field. Try different combinations like *[Street Name], *[Street Name]*, and [Street Name]*. You may use wildcard searches in the application name and description fields, and you can search for street names, owners, and contractors in those fields. Wildcard searches are sometimes the only way to locate older septic system permits.
- In 2007, Environmental Health digitized old permit records. The original septic permit documents were issued on carbon paper and were sometimes difficult to read. We do not have a better copy than what can be found in our database.
- Prior to 2010, we had a combined Well and/or Septic permit type, which began with the letters WLS. Individual Septic records begin with SEP. Individual Well records begin with WEL. You may find records under any of those case types.

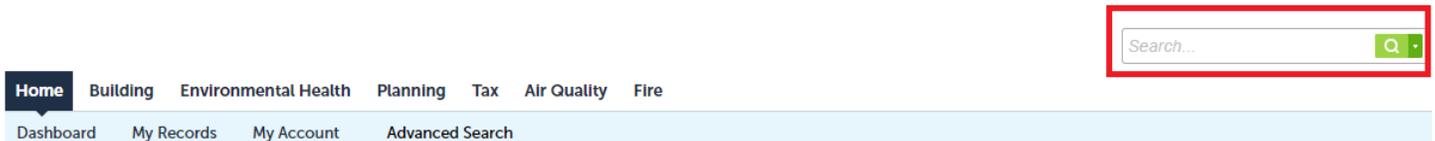
There are multiple ways to search for documents. There are notes about each type of search below and what it can be used for.

Global Search:

Global search allows for quick searches across all permit types in our system including:

- Permit Numbers
- Parcel Numbers
- Owner Names
- Addresses
- Licensed Professionals
- Contacts

This is the only search type that allows you to search by owner names. Global search is available on the right side of the screen show in the screenshot below.

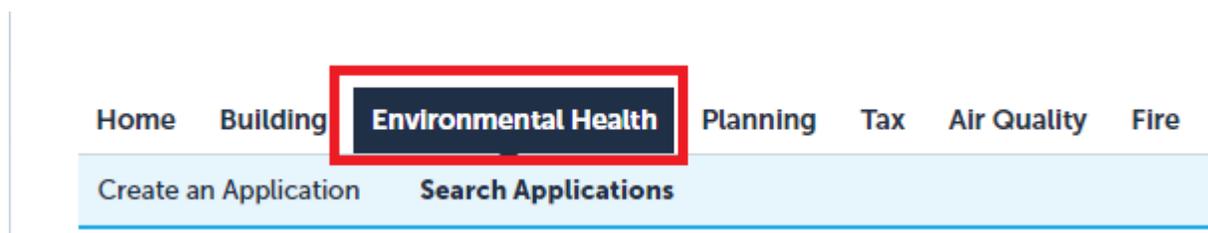


Search types on the Environmental Health page:

- Permit Number - If you know the permit number, you may enter it here. Try this first if you know your permit number.
- Parcel Number - This is the parcel number that the permit was originally issued on. If the parcel has been split or merged with another parcel, a new parcel number is issued, so the permit may not be under your current parcel number. Try this first if you do not know your permit number.
- Address Search - If you use this search, try your full street address first. If you don't find any results, then try just the street name. When entering the street number, you only need to enter the value in the "From" text box. You can use a range of addresses by entering values in the "From" and "To" text boxes.
- Application Name - use wildcard searches (*) to search for street names, owners, and septic or well contractors. See note about wildcard searches below. Use this field as a last resort.

How to Search for Permit Records and Attachments

1. To search for septic system and well records, please visit <https://onlinepermits.buncombecounty.org/> and use the global search option shown above, or click the tab for Environmental Health in the middle of the screen.



2. Use the General Search screen and try combinations of searches based on the search descriptions on the page above.

Instructions Continue below.

General Search

Note: Unaddressed parcels do not have a City and Zip code and may have a 0 or 99999 Street Number.

Permit Number:

Parcel Number (PIN):

Street Number:

 -

Direction: ?

Street Name: ?

Street Type:

Post Direction:

Unit Number: ?

City:

Zip:

Application Name:

Description:

[spell check](#)

[Search Additional Criteria](#)

[Search](#)

[Clear](#)

- If your search has results, you can open the permit record by clicking on the blue permit number.

Showing 1-10 of 40 | [Download results](#)

<input type="checkbox"/>	Action	Date	Permit Number	Permit Type	Description
<input type="checkbox"/>		05/20/2021	SEP2021-01038	Septic Existing Septic Check	Stock/Existing septic check
<input type="checkbox"/>		05/05/2021	SEP2021-00931	Septic Existing Septic Check	Kehrberg/Existing septic check
<input type="checkbox"/>		07/05/2019	SEP2019-01156	Septic Permit	COLLEGE CIR (EXISTING SYSTEM CHECK)
<input type="checkbox"/>		04/29/2019	SEP2019-00722	Septic Permit	COLLEGE CIRCLE (IMPROVEMENT)

- When the permit detail screen loads click Record Info and choose attachments as shown below.

Instructions Continue below.

Record SEP1991-00243:

Septic Permit

Record Status: OP Issued

Record Info ▾

- Record Details
- Processing Status
- Related Records
- Attachments

Payments ▾

3709

[View Additional Locations>>](#)

- The attachments will load if there are any available in our system. For septic permits you will always want to select the OP which means this is the final drawing of that system.

Attachments

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type
EH_DOCS OP SEP1991-00243 1/23/1991	SEP1991-00243	Septic Permit	Record	OP
EH_DOCS IP SEP1991-00243 1/18/1991	SEP1991-00243	Septic Permit	Record	IP

Here again you will select the blue link that will prompt a PDF download of the permit you are looking for.