

NCOWCICB

North Carolina Onsite Wastewater Contractor Inspector Certification Board
P O Box 132 Lawsonville, NC 27022
Phone: 336-202-3126 Fax: 866-651-8102 Email: pepelaapew1@earthlink.net

Guidelines for Filing a Complaint

When filing a complaint to NCOWCICB the minimum of the following should be included with the complaint, please state factual data only disregarding opinions.

- Name, complete mailing address, phone number with area code for person filing complaint
- Date incident occurred
- Name, complete mailing address, phone number with area code for person(s) and/or company(s) involved in incident
- Location of property where incident occurred
- Complete but concise details of incident
- Contact information for any third parties present and witness to incident
- Permit information if available from Local Environmental Health Department
- Complaints must be done in writing and signature of person filing complaint needs to be notarized
- Minimum of five (5) copies of complaint must be provided to NCOWCICB
- Mail all complaints with supporting documents to NCOWCICB P O Box 132 Lawsonville, NC 27022 do not fax or email complaints