

ENVIRONMENTAL HEALTH DIVISION

SEPTIC SYSTEM PERMIT PROCEDURE GUIDE

If you have purchased or are purchasing a lot requiring you to rely on an individual sewage disposal system, it is necessary to obtain a permit from the Health Department. You may wish to investigate this permit and the property's suitability for on-site sewage disposal prior to purchase of the lot.

1. All permits now begin with a zoning clearance. Please request the clearance from the planning department prior to checking with us.
2. Request that an on-site evaluation be completed. The Environmental Division will perform the testing. You will be provided with flagging materials to mark your lot for us so that we can complete our on-site evaluation and/or the soil boring. One flag is to be placed near the road to identify the lot. The second flag is to be placed in the area proposed for your septic system.
3. When the soils examination is complete, we will identify minimum requirements that must be incorporated into your plan. **We will call you when these are ready.** This information will be used by you, your installer or your engineer to prepare the application for permit and the proposed septic system plan.*
4. All plans will be reviewed only on a first in, first out basis. Phone calls will only delay this procedure.
5. Once a plan is submitted, a minimum of three to seven working days are required for review dependent upon work load. At the time of application, the entire area of the septic system must be roped off or fenced to prevent traffic or damage to this area. Approval will not be granted until such protective measures are in place.
6. Elevated mounds, pressure distribution, at grade systems and all other non-conventional systems must be reviewed by the program supervisor prior to approval. This may add to approval time for these difficult systems.
7. All changes or additions to approved plans must be approved by this office. Failure to do so may result in revocation of permit.
8. Approved permits will be released only to the individuals listed on the application as owner or applicant. **We will call you when this is ready.** We will release the permit to other parties only with prior approval from the applicant.
9. Directions for preparing plot plans and for requesting inspections are also available from the Health Department.

***The completed, signed application must be accompanied by the following:**

- * 1) The zoning clearance # (if new construction) from building department.
- 2) The appropriate fee \$100.00 residential new and repair
- 3) A plot plan with house location, septic location, contours and other items identified in the permit application and checklist.
- * 4) One set of house plans to be returned with permit application.

* = Not required for Repair system (existing home)

PLEASE NOTE: Incomplete applications and/or plot plans will be returned or completely rejected causing a delay in the permit procedure. If there are any questions about these requirements, please call for clarification.