

STEPS FOR OBTAINING A NEW OR REPLACEMENT HOME SEWAGE TREATMENT SYSTEM PERMIT

1. A complete soil and site evaluation must be conducted by a soil scientist or qualified individual. The evaluator must provide the homeowner an accurate written evaluation that complies with the sewage rules.
2. A design for the proposed sewage treatment system (STS) must be prepared by a qualified individual. The design must use the soil evaluation from step 1 comply with the sewage rules.
3. The STS permit application form and operational permit form must be accurately filled out and be submitted with the soil and site evaluation, the design plan, a copy of the house floor plan, a copy of the current plat map, and the permit fee.
4. The health department sanitarian will review the submitted material to ensure compliance with the sewage rules. The sanitarian will notify you of plan approval or appropriate changes that are needed.
5. Upon plan approval, the proposed STS must be laid out onsite by a currently registered sewage system installer. A health department sanitarian will conduct a site visit and inspection once the proposed system has been marked onsite.
6. If the plans and site layout are in compliance with the sewage rules, a permit will then be issued for the STS.
7. Only a contractor who has passed the sewage installer's exam and is registered with the health department can install the STS.
8. The health department sanitarians will conduct the necessary inspections of the STS during installation and will provide you with a final inspection report when the installation is complete. The sewage installer will provide you an as- built drawing of the system.
9. This office conducts a 12 month follow-up inspection after the STS is installed and given final approval. STS that have mechanical components will be required to have a service contract for the life of these systems. All operational permits are valid for 5 years. Renewals will automatically be mailed to you prior to expiration.