Plan Approval and Permit Issuance

The engineer or sanitarian you have hired prepares the septic and well plans for submittal to the Board of Health for approval. The plans must be prepared in accordance with State and Local regulations.

**Submittal Requirements:**

1. Four (4) sets of the signed permit application and plans.
   (One set of these plans is given to the Conservation Commission for their review and comments).
2. Locus Map
3. Soil Evaluation Data
4. Septic Plan Fee $75.00; Well Plan Fee $25.00

**Plan approval and Permit issuance:**

**Septic permits** are issued by the Board of Health. The usual time frame is approximately three (3) weeks, depending on the volume of plans awaiting approval. The Board reviews plans on a first in/first out basis. On occasion the Board will need additional information, clarification, or plan revisions from your engineer or sanitarian prior to issuing the permit. In these cases the time frame will be longer. By statute, the Board has 45 days to act on a septic permit application. The Conservation Commission, after reviewing a copy of the septic plan, will send comments to the Board. These comments must be reviewed by the Board before they are able to sign off on the permit application.

**Well permits** can be issued by the Board’s staff provided the plans are complete and comply with the regulations. The usual time frame is 1-3 business days. By regulation the Board has 21 days to act on a well permit application. On occasion the Board’s staff will need additional information, clarification, or plan revision prior to issuing the well permit. In these cases, the time frame will be longer.

Belchertown Board of Health
2 Jabish Street P.O. Box 670
Belchertown, MA 01007