SEPTIC PERMIT PROCESS

1. SUBMIT A COMPLETED SEPTIC APPLICATION
   a. Make sure that ALL information is filled out
   b. Must include drawing of the site
   c. Must include completed percolation test (unless not required per Environmental Health Specialist)
   d. First page must be signed by Certified Septic Contractor or property owner.
   e. Percolation test must be performed and signed by Certified Septic Contractor
   f. Application fee must be paid at time of submittal
   *If any items are not completed, application will not be accepted.*

2. ADDRESS MUST BE ASSIGNED PRIOR TO SITE VISIT

3. ALLOW UP TO 2 WEEKS FOR THE ENVIRONMENTAL HEALTH SPECIALIST TO CONDUCT A SITE VISIT.

3. PERMIT WILL BE MAILED TO THE MAILING ADDRESS LISTED ON THE SEPTIC APPLICATION.

4. THE CERTIFIED SEPTIC CONTRACTOR MUST CALL 24 HOURS IN ADVANCE TO SCHEDULE A FINAL INSPECTION AND THE SYSTEM MUST BE LEFT COMPLETELY UNCOVERED UNTIL THE INSPECTION IS COMPLETED

5. A COPY OF THE SEPTIC SYSTEM COMPLETION REPORT (DRAWING) AS WELL AS PHOTOS OF THE INSTALLED SYSTEM WILL BE SENT TO THE MAILING ADDRESS LISTED ON THE SEPTIC APPLICATION.

Updated May 2020