



ENVIRONMENTAL HEALTH

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Steps for Obtaining a Sewage Treatment System Installation Permit

1. The first step is to obtain a **soil evaluation** from a professional soil scientist. A list of professional soil scientists can be provided.
2. When the soil evaluation is completed, the soil report is given to a designer or a registered installer for preparation of a **design plan**. The designer will be required to lay out the system on the site using flags or marking paint.
3. Take the design plan and the soil evaluation with you to the health department where you will complete a **Site Review Application**. The site review application form with fee is then submitted to the health district for review.
4. If the minimum specifications for the soil evaluation and design plan are met, EH staff conducts an on-site review with the submitted information. If the system layout complies with applicable regulations, the health district will issue a **Site Review Approval**. The lot must be staked and property lines clearly marked at this time. Primary and secondary sewage treatment areas must be protected from disturbance. The designer and/or installer may be required to be present during the site review inspection.
5. The Site Review Application is approved. The sanitarian informs client that the Installation Permit can be issued. The **Site Review Approval is valid for a period of five years** provided there are no changes to the site conditions or the design, including the source.
6. The applicant purchases the **Installation Permit** and **Operation Permit** and assures that the system will be installed in accordance with the approved site review. The system must be installed by a registered installer.