Appendix F

Requirements for Submission of an Onsite Wastewater System Permit Application

1. All items will be submitted in triplicate to the local health unit with the permit fee

2. Completed Onsite Wastewater System Permit Application Form.

3. Vicinity Map.

4. The drawing to be to scale using either 1 inch = 20 feet or 1 inch = 30 feet. The drawing must indicate the house, all onsite wastewater system components, and all other features affecting the location of primary and secondary absorption areas.

5. The direction of North is to be indicated.

6. Property lines must be defined and their dimensions shown. Dimensions that cannot be indicated by scale must be designated by a shown distance between 2 indicated points. The distance to 2 adjacent property lines must be shown to tie the system to one location on the lot.

7. All onsite wastewater system setbacks and their distances must be shown. Structures and their dimensions and all features which affect the locations of system setbacks including the location of utility/service lines must be shown.

8. The driveway and parking area dimensions must be shown.

9. The location and elevation of the water well must be shown along with their distance from all parts of the onsite wastewater system and secondary absorption area. For public water systems, show the distances from the onsite wastewater system's components and secondary absorption area location to the water mains and the water service lines.

10. The location, elevation and distances of all wells and/or onsite wastewater systems on adjoining properties that are within 100 feet of the proposed septic system and secondary absorption area must be shown.

11. Locate and properly size the primary and secondary absorption area and include contour lines or arrows indicating the direction and degree of the lot's slope must be shown.

12. A benchmark must be designated and elevation shots or rod readings must be shown for all parts of the wastewater system. Ground elevation and flow-line elevations must be provided for all system components. This includes the stub-out and the beginning, middle and end of each absorption trench. Each absorption trench shall be designed on contour, not to exceed 2 inches difference in elevation from beginning to end.

13. The tank sizes and locations must be indicated.

14. Unusual soils or topographies that affect the site must be shown and identified. Examples include: excavations, ponds, streams, rock outcrops, drainages, government take lines, etc.

15. The location of percolation test holes on the property must be shown. All percolation test holes used in determining the absorption area size must be within the primary absorption area location.

16. The location of all soil pits on the property must be shown.

17. The flow line elevation of the building sewer stub-out must be indicated on the plans. The flow line elevations of all tank inlets and outlets must be provided. The flow line elevation of the distribution box/device must be provided.

18. The location of the clean out(s) must be shown.

19. Pipe specifications for all parts of the system must be provided.

20. The absorption trench depth must be indicated.

21. The absorption trench media/product must be indicated.

22. Soil information including hydraulic conductivity, redoximorphic features and depth to bedrock found in the primary and secondary absorption areas from the soil pit must be provided.

23. Pumped effluent systems
    a. All pertinent data required for conventional system must be provided.
    b. Indicate the calculated dose volume.
    c. Provide the construction details and inside dimensions on the dose tank.
    d. Indicate the length and diameter of the pumped effluent line.
    e. Indicate the length and diameter of the pipe from dose chamber to the distribution system.
    f. Indicate the elevation difference between the inlet to the distribution system and pump's shut-off elevation.
    g. Provide the brand, model number and pump curve of effluent pump specified. Includethe calculations used to determine the dose volume per minute and friction head. Provide details of the pump control assembly.

24. Indicate the diversion device to be used and its location.

25. Systems included in the Onsite Maintenance Program must be submitted with a valid contract with a Certified Maintenance Provider.

DR RESPONSIBILITIES IN APPLICATION SUBMITTAL

The Designated Representative (DR) submits a completed Individual Sewage Disposal System Permit Application (EHP-19) along with detailed plans, specifications, and required fees. This application package is submitted to the appropriate Environmental Health Specialist and/or Local Health Unit.

The following information must be provided on the Individual Sewage Disposal System Permit Application (EHP-19). The requirements for each item are explained below.

The type of application being requested is indicated by checking the appropriate box in the upper right corner of the EHP-19. The permit choices are:

√ NEW INSTALLATION – Any individual sewage system that has not been permitted.

√ ALTERATION/REPAIR

Alteration - Any change or extension to an existing, permitted system.
Repair - The restoration of a malfunctioning system to proper function.

The fee amount is calculated from the chart in the upper right corner of the EHP-19 and marked with a check in the appropriate box.

In the first block of Part I (Treatment Type), check the Treatment Type proposed. If the Treatment Type is not listed on the EHP-19, mark Other (OTH).

In the second block of Part I (Disposal Method), check the Disposal Method proposed. If the Disposal Method is not listed on the EHP-19, mark Other (OTH).

The information required for items 1-22 is explained by the item's number as found on the EHP-19:

1. The name of the home or building owner. If the structure is a "spec house," the builder's name can be used, but the homeowner's name should be added prior to the final inspection.

2. The telephone number of the person listed in item 1. This is required in the event the Environmental Health Specialist needs to discuss an issue with the property owner.

3. The mailing address of the person listed in item 1.

4. The county in which the proposed system is located.

5. The address of the proposed system. If a 911 address is not available, simple and accurate directions are required.

6. The name of the subdivision the system is located in. If the proposed system site is not located in a subdivision, mark this space with N/A.

7. The date that the subdivision in item 6 was approved by the Division of Health.

8. The date the subdivision in item 6 was recorded at the county courthouse. If the subdivision was not recorded, mark this space with "not recorded." If the subdivision was filed and recorded prior to July 1, 1977, the permit may be reviewed under either the current regulations or the applicable Bulletin #9. This must be addressed on the permit application. If not applicable, mark this space with N/A.

9. The subdivision lot number of the proposed system. If not applicable, mark this space with N/A.

10. The dimensions, in feet, of the property. These dimensions must correspond to the dimensions shown on the plat drawing. The dimensions must be entered. Do not refer to the plat drawing.

11. The total area of the lot in acres.

12. For residential systems, list the total number of bedrooms. For non-residential systems, list the number of people using the system on a daily basis.

13. Indicate the estimated daily flow in gallons per day (GPD). For residential systems, the gallons per day per bedroom rates used to design the system must be stated. Non-residential systems are based on Appendix B, Quantities of Sewage Flow for Various Types of Establishments, which can be found in the Rules and Regulations Pertaining To Sewage Disposal Systems, Designated Representatives and Installers.

14. Provide a brief legal description for the site of the proposed system. The legal description should be taken down to a minimum of two and one-half (2 ½) acres.

15. Indicate whether the site will be supplied water by either a public water system or a private well. If the water will be from a public system, list the name of the supplier.

16. Indicate the GPS coordinates (longitude and latitude) of the center of both the primary and secondary disposal sites or the point of discharge, whichever is appropriate.

17. When soil properties are used to design the system, the DR completes item 17, a-h. When percolation tests are used to design the system, the DR records the information for item 17, a-d. Item 17, e-h, are then marked N/A. All boxes must be filled out. Do not leave blank spaces. If a box is not needed, mark N/A. Item 17 is the soil information for the primary disposal site.

    a. Record the depth, in inches, to bedrock. For the definition of bedrock, refer to the Division of Health's Bedrock policy.

b. Record the depth, in inches, to the observed brief seasonal watertable.

c. Record the depth, in inches, to the observed moderate seasonal watertable.

d. Record the depth, in inches, to the observed long seasonal watertable.

e. Record the depth, in inches, to the adjusted moderate seasonal watertable.

f. Record the depth, in inches, to the adjusted long seasonal watertable.

g. Record the class and depth of the hydraulic conductivity used to design the system.

h. Record the loading rate, in gallons per square foot per day, used in the system design.

18. Record the soil information for the secondary disposal site using the same directions as item 17.

19. This item is applicable when percolation tests are used to size the absorption system. Record the percolation rates as indicated. The percolation rate for the alternate area is **not** used in finding the average percolation rate.

20. Record the size/dimensions of the proposed system's components.

a. Record the liquid capacity, in gallons, of the septic tank to be used.

b. Record the liquid capacity of the dose tank, in gallons, to be used. If no dose tank is required, mark N/A.

c. Record the size, in square feet, of the absorption area required.

d. Record the number of absorption trenches to be used.

e. Record the length of the absorption trenches. If the absorption trenches are of different lengths, record all lengths used. Absorption trenches of different lengths are only allowed for serial distribution and pressure distribution designs. If more space is needed, use 20, h.

f. Record the depth, in inches, at which the proposed absorption trenches are to be installed.

g. Indicate the minimum absorption trench spacing, center to center, to be used.

Remarks: This space is provided for any additional information the DR deems pertinent.

21. Trench media.

22. Fill out as indicated. With the exception of the DR's signature, all information in this box must be either typed or printed.

23. The Environmental Health Specialist responsible for the system review completes this item.

24. The signature of the person whose name appears in item 1.

These items shall be on or provided with the plot drawing.

1. A Vicinity Map.

2. The drawing to be to scale using either 1 inch = 20 feet or 1 inch = 30 feet. The drawing must indicate the house, all septic system components, and all other features affecting the location of primary and alternate disposal locations.

3. The direction of North must be indicated.

4. Property lines must be defined and their dimensions shown. Dimensions which cannot be indicated by scale must be designated by a shown distance between two indicated points. The distance to two adjacent property lines must be shown to tie the system to one location on the lot.

5. Structures and their dimensions must be shown. All features must be shown which affect the locations of system setbacks, including the location of utility/service lines.

6. The driveway and parking area dimensions must be shown.

7. The location and elevation of the water well and water supply line must be shown, along with their distance from all parts of proposed septic system location and alternate disposal location. For public water systems, show the distances from the septic system's components and alternate disposal location to the water mains and the water service lines.

8. The location, elevation and distances of all wells and/or septic systems on adjoining properties that are within 100 feet of the proposed septic system and alternate area must be shown.

9. All septic system setbacks and their distances must be shown.

10. In the primary and alternate (secondary) disposal site locations, contour lines or arrows indicating the direction and degree of the lot's slope must be shown.

11. A bench-mark must be designated and elevation shots or rod readings must be shown for all parts of the sewage system. Ground elevation and flow-line elevations must be provided for all system components. This includes the stub-out and the beginning, middle and end of each absorption trench in the primary and alternate (secondary) disposal sites

12. The septic tank size and location must be indicated.

13. Unusual soils or topographies that affect the site must be shown and identified. Examples include: excavations, ponds, streams, rock outcrops, drainages, government take lines, etc.

14. The location of percolation test holes on the property must be shown. All percolation test holes used in determining the absorption field size must be within 10 feet of primary disposal field location.

15. The location of all soil pits on the property must be shown.

16. The flow line elevation of the building sewer stub-out must be indicated on the plans. The flow line elevations of septic tank inlet and outlet must be provided.

17. The location of the clean-out(s) must be shown.

18. Pipe specifications for all parts of the system must be provided.

19. The primary absorption area must be properly sized.

20. The absorption trench depth must be indicated.

21. The alternate area must be indicated and properly sized.

22. The soil determination, percolation test or soil pit in the alternate area must be indicated.

23. Soil information in regards to redoximorphic features and bedrock found in the primary disposal site soil pit must be provided.

24. Pumped effluent systems

    a. All pertinent data required for a conventional system must be provided. Indicate the calculated dose volume.

    b. Provide the dose tank size (item 20b on EHP-19) and the construction details, including the inside dimensions. If a pump vault is used, indicate the proper, increased septic tank size in item 20a and on the plat drawing.

c. Provide details of the control panel, riser, and pump control assembly. Indicate whether the dose interval is controlled by timer or by demand. Specify what brand panel and control assembly are to be used.

d. Calculate the draw down in the dose tank and the show calculations used. Examples are: "On-off" points, elevations inside tank alarms, etc.

e. Provide the brand, model number and pump curve of effluent pump specified. Include the calculations used to determine the dose volume per minute and friction head.

f. Indicate the length and diameter of the pumped effluent line.

g. Indicate the length and diameter of the pipe from dose chamber to the distribution system.

h. Indicate the elevation difference between the inlet to the distribution system and pump's shut-off elevation.

i. Provide details of the distribution system.

25. Indicate any diversion or distribution device to be used and its location.

26. Systems included in the Onsite Maintenance Program must be submitted with a valid contract with a Certified Maintenance Provider.

Designated Representative Site Responsibilities

1. All major system components shall be staked-out with all stakes identified. Examples include: the stub-out, tank, D-Box, the beginning middle and end of each lateral line. wells, etc.

2. The beginning, middle and end of all laterals shall be flagged in both the primary and alternate site.

3. All percolation test holes shall be flagged.

4. All soil pits shall be flagged.

5. The proposed system design must be appropriate for the site: flat ground, pumped effluent, serial distribution, dual absorption field, D-box, dosed, etc.

6. Note observations or other findings.