

## HSTS and Small-Flow STS Permitting Process

1. Owner or owner designee must first make application with the Health Department and submit a fee. The application is called Application for Site Review. The application will include at a minimum:
  - a. \$100 fee
  - b. Completed site and owner information
  - c. Optional but recommended completed soil analysis report
  - d. Optional pre-design plan with area flagged or staked
  
2. Sanitarian will review application and perform a site visit to verify site information and approve the soils and location with any notes and recommendations. The proposed septic area MUST be flagged or staked. Once the application is approved a final design plan must be submitted with a \$100 review fee. Please note steps one and two can be paid and/or submitted at the same time.
  
3. Sanitarian will review final septic plan. Information required for final approval:
  - a. Proof of easement/deed notes if required
  - b. Small flow or operational permit signed or NPDES Info
  - c. Verification of number employees if required
  - d. Variance approval if required
  
4. Once final design approved, owner or owner designee may apply for a HSTS or SFSTS with fee. The permit will include:
  - a. Completed and approved application
  - b. Approved final design plan
  - c. \$374 fee (\$185 Alteration)
  - d. Installers name
  - e. Small flow or operational permit signed
  - f. NPDES information
  
5. Permit shall be issued with completed information.
  - a. Please note steps 1-3 may be paid and/or submitted at the same time.
  - b. If septic is for new construction the CAP may be signed to issue building permit. Copy of CAP
  - c. Complete process may take 1 week to complete.