

## 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 \$125 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. Current Fee
  - d. Installers name
  - e. Small flow or operational permit signed
  - f. NPDES information
  - g. Manufacturer Operation and maintenance Information
5. Installation/Alteration Permit shall be issued with completed information \$425.00.
  - 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.
  - c. Complete process may take 1 week to complete.
6. Installation/Alteration Inspection
  - a. Once the septic is installed (or portions of) an installation inspection is completed. The installer is to call with at least a 24-48 hour notice. Inspection checklist is used.
  - b. The majority of the septic system needs to be left uncovered in order to properly inspect.
  - c. The installer is to provide at the time of inspection an as-built and/or a signed materials list and/or start-up sheet.

- d. The installation is either approved or corrective measures (violations) are noted.
  - e. Once the installation is approved and all paper work is submitted the permit has Final Approval.
7. Homeowner education
- a. The health department will provide septic education which will include basic maintenance, operation and operational permit requirements.
  - b. Operational Permit shall be issued.
8. 12-month Inspection
- a. 12-18 months after the installation inspection a 12-month inspection is completed.
  - b. The property file is reviewed to ensure all proper paperwork is completed
  - c. The inspection is to ensure the septic system is properly functioning and not creating a nuisance. Final grade is also checked.
9. Operational Permit
- a. Homeowner is to comply with conditions of their Operational Permit. These conditions may include but not limited to:
    - i. Service contract
    - ii. Effluent sampling
    - iii. Proof of septic tank pumping
    - iv. Proof of service provider inspection
    - v. Health Department Inspection with fee
    - vi. Operational Permit Fee
  - b. If homeowner complies with conditions of their Operational Permit a new Operational Permit shall be issued. Process begins again based on frequency of associated Operational Permit.
  - c. Failure to comply with conditions of the Operational Permit will have enforcement.