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.