

### Steps to Install or Alter a Household Sewage Treatment System:

- 1.) Review the Building Lot Approval Packet available on this page or by request a packet from our office.
- 2.) Contact a registered sewage system designer and a soil scientist and have them complete the soil profile and septic system design work.
- 3.) Complete and return the Design Review Application, the soil profile, and two copies of the septic system design to the Environmental Division with the appropriate fees.
- 4.) The sanitarians will review the soil profile, evaluate the septic system design for accuracy, and conduct a field inspection of the property to determine compliance with current regulations.
- 5.) Once it has been determined that the plans are acceptable, a "Building Lot Approval" letter will be sent to the property owner or their agent.
- 6.) Prior to the installation of the septic system, a permit to install application will need to be submitted, with appropriate, fees to this department. Once all the appropriate paperwork and fees are received a permit to install will be issued. Permits are good for one calendar year with the option to request a six month extension.