



# ON-SITE SEWAGE SYSTEM PERMIT APPLICATION PROCEDURE FOR COMMERCIAL, MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL

**Environmental Health Offices:**

**Ferry County**

147 N. Clark  
P.O. Box 584  
Republic, WA 99166  
509-775-3111  
1-800-876-3319

**Pend Oreille County**

605 Highway 20  
Newport, WA 99156  
509-447-3131  
1-800-873-6162

**Stevens County**

240 E. Dominion  
Colville, WA 99114  
509-684-2262  
1-800-776-6207

If you have questions or need additional information to complete the sewage permit application, please contact the Environmental Health office in the county where your property is located. Information is also available on our website <http://www.netchd.org>.

➤ **Fee Schedule (fees are non-refundable)**

|   |                     |
|---|---------------------|
| < 1,000 gallons per day.....            | \$ 560.00           |
| 1,000 to 2,000 gallons per day .....    | 690.00              |
| 2,001 to 3,000 gallons per day .....    | 825.00              |
| 3,001 to 3,500 gallons per day .....    | 955.00              |
| Application for Repair Permit .....     | 50% of permit fee   |
| Permit Renewal .....                    | 55.00               |
| Additional Site Inspection .....        | 185.00              |
| Design Correction .....                 | 55.00               |
| Major revision to approved design ..... | 160.00              |
| Re-Inspection .....                     | 80.00               |
| Violation .....                         | equal to permit fee |

The following pages describe the steps for submitting an application to obtain a sewage permit and install an approved on-site sewage system. Please refer to the following pages for detailed information about what is needed at each step and what is required for the application submittal through the sewage system installation process.

- STEP 1 – Application Form
- STEP 2 – Application Review
- STEP 3 – Test Hole Excavation
- STEP 4 – Site & Test Hole Review
- STEP 5 – Sewage System Design
- STEP 6 – Sewage System Design Review
- STEP 7 – On-Site Sewage System Installation
- STEP 8 – On-Site Sewage System Final Inspection

## STEP 1 – APPLICATION FORM (COMPLETED BY APPLICANT)

Complete Parts A & B of the sewage permit application form. Submit the application form, application fee, site plan, legal verification, and directions to the property to the Environmental Health office. The **application and** supporting documents may be submitted in person, by mail, faxed or emailed. If the application is faxed or emailed the applicant or contact must call the Environmental Health office to pay the fee via phone. Payments can be made with a credit or debit card. There is an additional processing charge for credit or debit card payments.

1. The following information **must** be submitted along with the permit application. (See Part B of application for additional information.)
  - verification of ownership (copy of tax statement or printout from county Assessor Office)
  - detailed directions to site & test hole locations
  - site plan (see Site Plan Instructions)
  - Site Analysis approval (required only for projects in Stevens County)

Failure to submit a complete application and all of the information described above may delay processing of the application and scheduling of site reviews.

2. Applications are valid for two (2) years from the date the application and fee are received at the Environmental Health office. Applications not completed within two (2) years will expire.
3. Test holes must be constructed to the correct specifications.
  - A. Refer to the *Guidelines for Test Hole Construction and Placement for On-site Sewage Systems*.
  - B. Health District field staff are prohibited from entering any test hole that is not constructed in accordance with the requirements.
  - C. Notify the Environmental Health office when test holes have been dug and are ready for inspection.
  - D. If additional site reviews are needed, a fee of \$185.00 will be charged for each site inspection.

## STEP 2 – APPLICATION REVIEW (COMPLETED BY ENVIRONMENTAL HEALTH)

1. Parts A & B of the application will be reviewed by supervisory environmental health staff to verify that all of the required information has been submitted and to verify estimated wastewater flows.
2. When review of Parts A & B of the application is completed, the primary contact listed on the application will be notified if additional information is needed or will be advised that the Health District concurs with the estimated wastewater flow. The notification will include the sewage permit fee established, based on the wastewater flow. The fee must be submitted to the Health District to continue the application process. (See page 1 for fees)
3. When the fee has been received verification that the project meets county land use and planning requirements will be required. In Ferry County, applications will be routed to the County Planning Department for review to ensure compliance. In Stevens County, verification that a Site Analysis Application has been submitted and approved by the Stevens County Land Services will be required. In Pend Oreille County, applicant may submit land use questions to the Pend Oreille Planning Department 509-447-4821.

### **STEP 3 – TEST HOLE EXCAVATION** (COMPLETED BY APPLICANT)

1. Test holes must be dug around the perimeter of the proposed original and replacement drainfield area. Unless otherwise required, two test holes per unit volume of sewage (450 gallons per day) are necessary.
2. Test holes must be constructed to the specification and requirements in the Health District On-Site Sewage Regulation 01-2007. A Guide to Test Holes for On-Site Sewage Disposal Systems is enclosed with this application or can be obtained at or website <http://www.netchd.org>.
3. Health District field staff are prohibited from entering any test hole that is not constructed to the specifications and requirements in the Health District On-Site Sewage Regulation 01-2007.
4. Notify the Environmental Health office when test holes have been dug and are ready for inspection.

### **STEP 4 – SITE REVIEW** (COMPLETED BY ENVIRONMENTAL HEALTH)

1. The site review will be conducted when all of the required information on Parts A & B of the application has been received and verified by the Health District, review of county land use and planning requirements is complete, the fee has been submitted and the Environmental Health office has been advised that test holes are ready for inspection.
2. The site review will include an evaluation of the test holes and a visual inspection of the proposed development site to determine suitability. Results of the site review will be documented by the field staff.
3. Site review information will be provided to the primary contact listed on the application. This information will include minimum requirements for the system design or a request for additional test holes or other information needed to complete the site evaluation. If additional site reviews will be required, an additional site inspection fee of \$185.00 will be required. (Note: This is not a permit to install the sewage system at this stage. A design must be submitted to the Health District before a permit is issued - see Step 5.)

### **STEP 5 – SEWAGE SYSTEM DESIGN** (COMPLETED BY APPLICANT)

1. The sewage system design must be developed by a designer or engineer licensed by the Washington State Department of Licensing.
2. Two (2) complete sewage system designs, both with original signatures, must be submitted to the Environmental Health office for review. One copy may be bound or in a notebook and one copy unbound. Pages of design should be single sided and must **not be larger than 8½" X 17"**.
3. The sewage system design must be developed per the Northeast Tri County Health District On-Site Sewage Regulations to meet the soil and site conditions of the property proposed for development. Copies of sewage system regulations and standards and guidance documents can be obtained at the Environmental Health offices or Health District website <http://www.netchd.org>.

**STEP 6 – SEWAGE SYSTEM DESIGN REVIEW & PERMIT ISSUANCE** (COMPLETED BY ENVIRONMENTAL HEALTH)

1. System Design Review
  - A. The design submitted to the Environmental Health office will be reviewed to verify that it is consistent with the site conditions and meets the Northeast Tri County Health District On-Site Regulations.
  - B. If the system design meets all requirements, this will be documented and the design will be approved.
  - C. If the design does not meet requirements, one copy of the design and the design review sheet showing why the design could not be approved will be sent to the primary contact listed on the application.
  - D. Two (2) complete revised sewage system designs, both with original signatures, must be submitted to the Health District. A \$55.00 design correction fee will be required for the review of the revised design.
2. Sewage System Installation Permit
  - A. If the application is complete, all required information has been received and verified, the fee has been paid and the sewage system design has been received and approved, a permit for sewage system installation will be issued.
  - B. The permit, any special permit instructions, and the approved system design will be sent to the contact person listed on the application.
  - C. Permits for installation are valid for one (1) year from date of issuance. Permits may be renewed for one additional year by submitting a written request for renewal and the renewal fee as established by the Northeast Tri County Health District Board of Health.

**STEP 7 – ON-SITE SEWAGE SYSTEM INSTALLATION** (COMPLETED BY APPLICANT)

1. Installation of the on-site sewage system may begin when the permit is received by the primary contact and provided to the sewage system installer.
2. A copy of the permit and approved system design must be available on site during installation.
3. The on-site sewage systems must be installed by an installer certified by the Health District. A contractor or individual installing all or any part of the on-site sewage disposal system, including excavation work, must have a current sewage installer certificate issued by the Health District.
4. The installation of the on-site sewage system must meet the permit requirements, approved system design, and the Health District regulations. If changes to the approved design are needed to complete the installation of the on-site sewage system, the changes must first be approved by the system designer and the Health District. A design correction fee of \$55.00 may be required.
5. Upon completion of the on-site sewage system installation and before the system is covered, the Health District must be notified that the system is ready for inspection.
6. A minimum 48 hour notice is required to schedule a final inspection.

**STEP 8 – ON-SITE SEWAGE SYSTEM FINAL INSPECTION** (COMPLETED BY ENVIRONMENTAL HEALTH)

1. Upon notification that an on-site sewage system has been installed, the Health District will schedule an inspection of the system.
2. The inspection of the installed on-site sewage system is to verify that the system was installed in accordance with the permit, approved system design, and requirements in the Health District regulation.
3. If the installed system meets permit requirements, approved system design, and regulation requirements, it will be approved and a notification will be left on site that the system can be covered.
4. If the installed system does not meet permit requirements, approved system design or regulation requirements, a notification will be left on site that the system should not be covered and the contact person will be notified of the changes or corrections that will be needed. A second inspection may be required. A fee of \$80.00 will be charged for re-inspection of the sewage system. Contact the Environmental Health office to schedule the follow-up inspection.
5. When the installed system is approved, a permit showing the date of inspection, approval of installation, and as-built drawing of the system will be mailed to the name and address indicated on the application.
6. All permit information is kept on file permanently in the Environmental Health office and is public record.

Any decision made by the Health District staff may be appealed within 30 days following the decision. The appeal process is available at all Health District offices.

**BEFORE SUBMITTING YOUR APPLICATION**

Please be sure the following are complete prior to submitting your sewage permit application:

- Ensure all information on Parts A and B of application is complete and accurate.
- Enclose a copy of a tax statement or recorded document to verify property ownership and legal description.
- Include a site plan containing all of the information listed on the NETCHD Site Plan Instructions.
- Include detailed directions to the site and test hole locations.

## NORTHEAST TRI COUNTY HEALTH DISTRICT SITE PLAN INSTRUCTIONS

An accurate and detailed site plan must be submitted for review with your sewage permit application. The site plan is important to help show what your development will be and how it will be located on your property. It is also used to determine the location of existing structures and on-site sewage system(s) to show that adequate setbacks can be maintained. Minimum set back requirements are listed on the back of this page. All of the following information that applies to your project must be shown on the site plan.

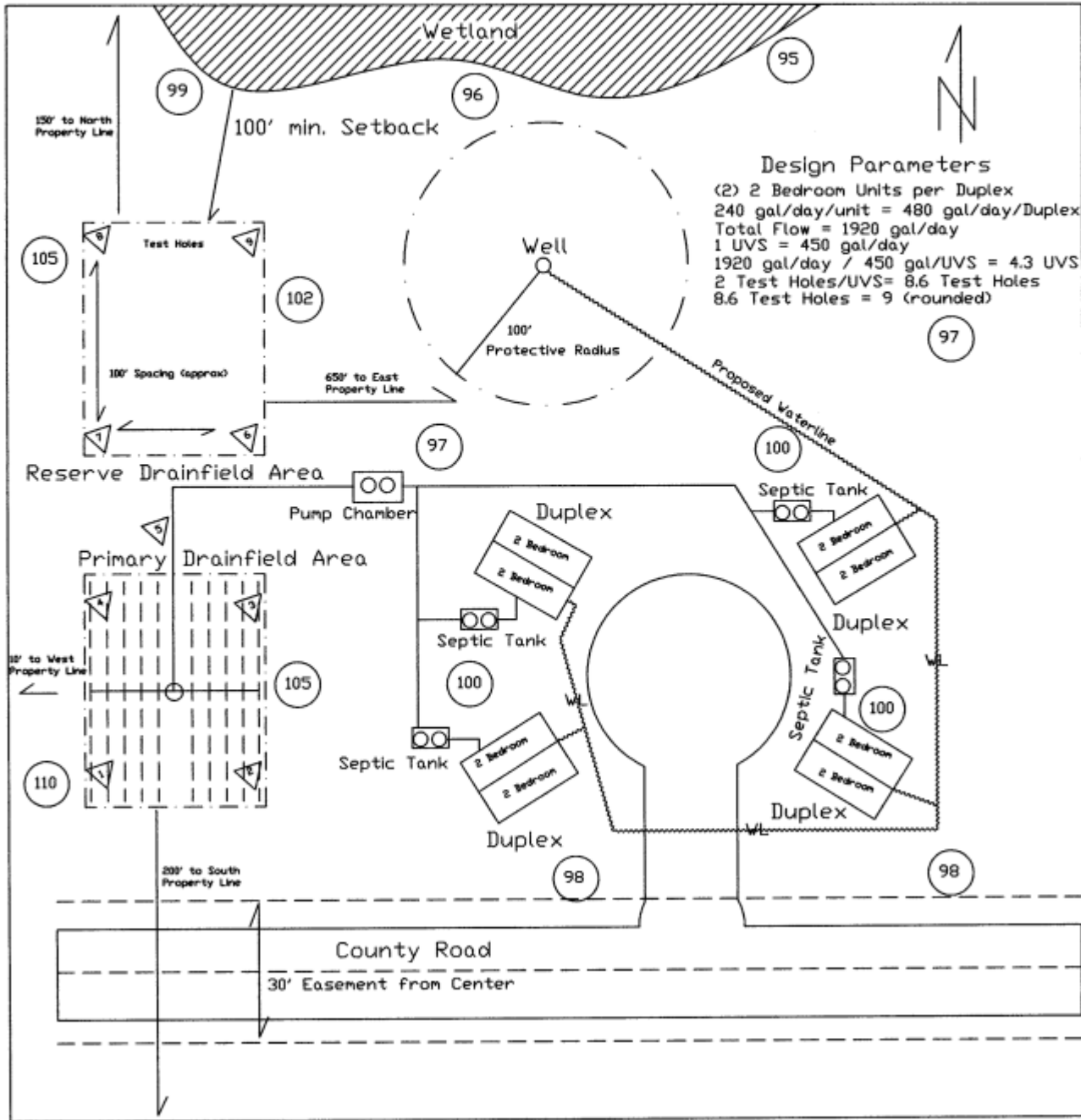
Show all **existing and proposed** for each of the following items and **label the distance** between each item.

- Size and dimensions of property
- Location of the residence to be served by the sewage systems
- Location of the driveway and parking area that will serve the residence
- Location of proposed septic tank and drainfield that will serve the residence
- Location of test holes
- Location of well(s) and water lines
- Location of neighbors wells within 100 feet of property line
- Location of any other structures on the property and the use (i.e. house, shop, barn, etc.)
- Location of existing on-site sewage system(s)
- Easements or utilities – show the location and dimensions of easements for roads, power lines, driveways, parking areas, etc.
- Location of underground or overhead power lines, electrical lines, telephone lines, cable, etc.
- Location of surface water, such as lakes, creeks/streams (year round or seasonal), wetlands, etc.
- Topography – show slopes, drainages, elevations
- Other – show areas subject to slides, water erosion, rock outcrops and areas that have been excavated or filled

# SAMPLE SITE PLAN

## Non Single Family Residence (NSFR)

NSFR Limited to 1 Unit Volume of Sewage (UVS)/Acre



### Minimum Horizontal Separations

| Items Requiring Setback   | From edge of soil dispersal component and reserve area | From sewage tank and distribution box | From building sewer, and nonperforated distribution pipe |
|---|--|---------------------------------------|--|
| Well or suction line  | 100 ft.  | 50 ft.                                | 50 ft.   |
| Public drinking water well  | 100 ft.  | 100 ft.                               | 100 ft.  |
| Public drinking water spring measured from the ordinary high-water mark   | 200 ft.  | 200 ft.                               | 100 ft.  |
| Spring or surface water used as drinking water source measured from the ordinary high-water mark <sup>1</sup>                                   | 100 ft.  | 50 ft.                                | 50 ft.   |
| Pressurized water supply line   | 10 ft.   | 10 ft.                                | 10 ft.   |
| Decommissioned well (decommissioned in accordance with chapter 173-160 WAC)   | 10 ft.   | N/A                                   | N/A  |
| Surface water measured from the ordinary high-water mark  | 100 ft.  | 50 ft.                                | 10 ft.   |
| Building foundation/in-ground swimming pool/ lined water features   | 10 ft.   | 5 ft.                                 | 2 ft.  |
| Property or easement line   | 5 ft.  | 5 ft.                                 | N/A  |
| Interceptor/curtain drains/foundation drains/drainage ditches   |  |                                       |  |
| Down-gradient <sup>2</sup> :  | 30 ft.   | 5 ft.                                 | N/A  |
| Up-gradient <sup>2</sup> :  | 10 ft.   | N/A                                   | N/A  |
| Other site features that may allow effluent to surface  |  |                                       |  |
| Down-gradient <sup>2</sup> :  | 30 ft.   | 5 ft.                                 | N/A  |
| Up-gradient <sup>2</sup> :  | 10 ft.   | N/A                                   | N/A  |
| Down-gradient cuts or banks with at least 5 ft. of original, undisturbed soil above a restrictive layer due to a structural or textural change  | 25 ft.   | N/A                                   | N/A  |
| Down-gradient cuts or banks with less than 5 ft. of original, undisturbed soil above a restrictive layer due to a structural or textural change | 50 ft.   | N/A                                   | N/A  |
| Other adjacent soil dispersal components/subsurface storm water infiltration systems  | 10 ft.   | N/A                                   | N/A  |

<sup>1</sup>If surface water is used as a public drinking water supply, the designer shall locate the OSS outside of the required source water protection area.

<sup>2</sup>The item is down-gradient when liquid will flow toward it upon encountering a water table or a restrictive layer. The item is up-gradient when liquid will flow away from it upon encountering a water table or restrictive layer.





# Guidelines for Test Hole Construction and Placement for On-Site Sewage Systems

**Test Hole Siting:** Test holes must be dug around the perimeter of the proposed original and replacement drainfield. Locate test holes away from:

- Rock outcrops
- Vehicular traffic areas
- Livestock areas
- Damp or poorly drained areas
- Excessive slopes
- Areas of fill material (non-native soils)
- Irrigated areas such as gardens or orchards
- At least 100' from wells and surface water

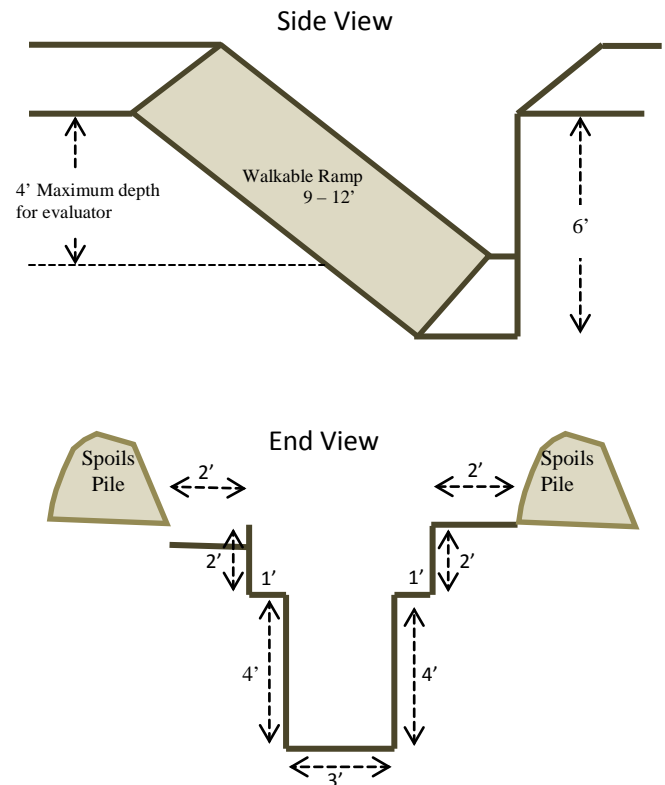
On sloping sites, holes must be dug at the same elevation and additional up-slope or downslope test holes are recommended.

**Required Number:** The number of test holes dug depends upon the project and site conditions. For single family residential development, a minimum of 2 test holes are required in the original and replacement drainfield area. A maximum of 6 test holes will be reviewed during the first site evaluation. For multi-family, non-residential, or commercial projects, two test holes per unit volume of sewage (450 gallons per day) is required. Additional site reviews can be conducted for a \$175 fee.

**What to Look For:** Desirable soils are those that provide both drainage and treatment of wastewater effluent. Take effort to avoid soils and areas that are:

- Too porous to provide treatment (extremely gravelly and coarse sandy soil)
- Too impervious to allow proper draining, such as heavy clay soils
- Subject to high groundwater conditions
- Shallow depths to bedrock

Even though soil conditions may not be desirable, in most cases on-site sewage systems can be installed. However, these systems may require enhanced treatment and are more expensive.



## Construction Requirements:

- Call 811 to locate underground utilities prior to digging.
- Test holes must be constructed as shown.
- Every test hole must have a ramp that provides for entry and exit without the need of aid.
- Health District staff cannot enter improperly constructed or unsafe test holes. If additional site visits are necessary, a \$175 fee will apply.
- For safety, all equipment within 20' of the test pit must be shut down when a person is in the test hole.
- Test holes shall not be left open for extended periods unless properly barricaded per L & I regulation (such as orange construction fencing around excavation supported by metal fence posts. This is a property owner responsibility.
- When test holes are ready for evaluation, contact Northeast Tri County Health District.



# ON-SITE SEWAGE PERMIT APPLICATION FOR COMMERCIAL, MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL

## PART A - GENERAL INFORMATION

PROPERTY OWNER NAME \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**Primary Contact:** Information concerning this application and NETCHD findings such as site reviews, soil logs and minimum design criteria will only be mailed or provided to the primary contact. It will be the responsibility of the primary contact to provide the information to others involved with the project, such as property owners, designers, engineers, or installers as needed.

Indicate how you would like to receive information:  Standard Mail  Email (permits & designs cannot be sent via email)

Primary Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address (please print clearly): \_\_\_\_\_

**APPLICANT** (please mark appropriate box):

- |  |   |
|--|---|
| <input type="checkbox"/> Property owner      | <input type="checkbox"/> Purchaser            |
| <input type="checkbox"/> Building Contractor | <input type="checkbox"/> Designer or Engineer |
| <input type="checkbox"/> Realtor             | <input type="checkbox"/> Other _____          |

APPLICANT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

I certify that the information submitted on this application is correct and that I have received and read the permit application instructions and information. I further certify that I grant permission to allow the Health Officer and/or his representative(s) to enter said property for the purposes of application evaluation and any subsequent inspections.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**Mail Final Permit & Sewage System As-Built Drawing To:**  Property Owner  Primary Contact  Applicant

Other (Name & Address) \_\_\_\_\_

**\*\*\*\* FOR OFFICE USE ONLY \*\*\*\***

Date Application Received: \_\_\_\_\_ Fee Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

ON #: \_\_\_\_\_ Permit #: \_\_\_\_\_

Planning Dept. Review: \_\_\_\_\_

**PART B - SITE AND PROJECT INFORMATION**

PROPERTY OWNER NAME \_\_\_\_\_

**LEGAL DESCRIPTION & OWNERSHIP**

Attach a copy of the most recent tax statement, printout from the county assessor office, or a recorded document (real estate contract, quit claim deed, etc.) that verifies property legal description and ownership. **If ownership and legal description verification documents are not submitted, the application will not be processed.**

PARCEL # \_\_\_\_\_ ACREAGE/LOT SIZE \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_  
(Rural description or Lot, Block & Subdivision)

SECTION \_\_\_\_\_, TOWNSHIP \_\_\_\_\_, RANGE \_\_\_\_\_

SITE ADDRESS (if available) \_\_\_\_\_

**SITE PLAN**

An accurate and detailed site plan must be submitted with the on-site sewage permit application for review. The site plan must show all **existing and proposed** elements for this project. See Site Plan Instructions and Sample Site Plan for more information.

**DIRECTIONS TO SITE**

Provide accurate and detailed directions to the site on a separate document. If there is a driveway or access to the property, it is helpful if this is flagged or marked to help identify the access. Mark or flag the test hole locations if they are not visible from the access to the property.

**TEST HOLES**

ARE TEST HOLES DUG AND READY FOR INSPECTION?  YES  NO

WERE TEST HOLES DUG ON THIS PROPERTY PREVIOUSLY?  YES  NO

IF YES, INDICATE DATE AND REASON \_\_\_\_\_

**WATER SUPPLY INFORMATION**

PUBLIC OR COMMUNITY WATER SUPPLY (name/ID #) \_\_\_\_\_

PRIVATE WELL – ONE (1) CONNECTION  PRIVATE WELL – TWO (2) CONNECTIONS

**ON-SITE SEWAGE SYSTEM INFORMATION**

NEW  REPAIR  REPLACEMENT  EXPANSION  EXISTING  ALTERATION

TOTAL ESTIMATED WASTE WATER FLOW \_\_\_\_\_

- USE:**
- |   |  |
|---|--|
| <input type="checkbox"/> <b>MULTI-FAMILY RESIDENTIAL</b><br># OF HOMES/APARTMENTS _____<br># OF BEDROOMS PER HOME/APT. _____  | <input type="checkbox"/> <b>RV PARK/RECREATION</b><br># OF SPACES _____<br>RESTROOMS/SHOWER/LAUNDRY FACILITIES<br><input type="checkbox"/> YES <input type="checkbox"/> NO<br>If yes, describe which facilities and the number that will be provided _____ |
| <input type="checkbox"/> <b>COMMERCIAL BUILDING - TYPE OF BUSINESS</b><br>(office, restaurant, convenience store, etc.)<br>_____<br># OF EMPLOYEES _____<br># OF CUSTOMERS/SEATING _____<br>HOURS OF OPERATIONS _____ |  |
| <input type="checkbox"/> <b>PRIVATE SHOP WITHOUT LIVING QUARTERS</b><br>(will not be occupied or used for commercial business)  | <input type="checkbox"/> <b>PRIVATE SHOP WITH LIVING QUARTERS</b><br>(will not be used for commercial business)  |
| <input type="checkbox"/> <b>OTHER</b> _____   |  |

WILL WASTEWATER FROM OTHER STRUCTURES BE DISPOSED INTO THIS SEWAGE SYSTEM OR WILL OTHER STRUCTURES BE CONNECTED?  YES  NO

IF YES, DESCRIBE WHAT TYPE OF STRUCTURES OR WASTEWATER (i.e. private shop, RV dump, etc.) \_\_\_\_\_

FOR OFFICE USE ONLY

ON # \_\_\_\_\_