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 properly 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 properly 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.