

ON-SITE WASTEWATER SYSTEM NEW DEVELOPMENT



APPLICANT INFORMATION



...process at a glance...

Site Evaluation

1. Application for Site Evaluation
2. Site inspection and soil analysis
3. Site Evaluation approval

Construction Permit

4. Application for Construction Permit

(Construction Permit continued...)

5. System design
6. Design review
7. Issuance of Construction Permit
8. System installation
9. Final Approval/Certification of Completion

1. Apply for Site Evaluation

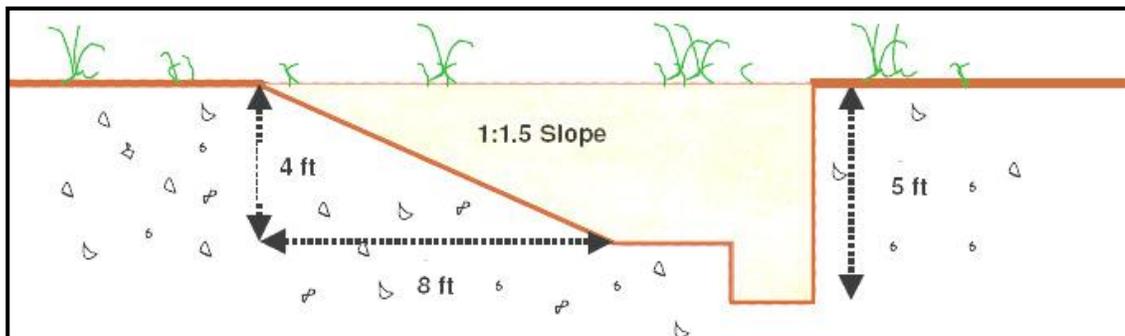
- ✓ Start the process by applying for a Site Evaluation and paying the fee.
- ✓ Provide soil test holes so that your new wastewater system's design parameters can be assessed.

Form SE

☞ It is essential at this beginning point in the process, that you provide directions to the site and a clear and accurate site plan that includes all the elements identified in the Site Plan Checklist.

☞ Except for where our staff already has sufficient information about the soil conditions on your property, soil testing will be required. Typically, this involves digging two or more test holes in the vicinity of where the drainfield will be installed and two or more holes in an area you will need to set aside for future drainfield repair..

***Note:** The test holes are usually dug with a backhoe and must allow staff to evaluate the soil to a depth of 5-ft (or down to the restrictive layer if it is encountered shallower than 5-ft). The holes must be ramped from the ground surface to a shelf at a 4-ft depth with the slope of the ramp having a slope no greater than a 1:1.5. A 1-ft deep notch must be dug at the end of the excavation so that staff, while standing in the hole no deeper than 4-ft from ground surface (per Cal OSHA requirements) can evaluate soil down to a total depth of 5-ft.*





2. Site Inspection and Soil Analysis

- ✓ A site inspection will be made by the Environmental Health Specialist assigned to the area in which your property is located.
 - ✍ Because district assignment is subject to change, identification of the correct staff for processing your permit application can be made by calling (530) 538-7281.
- ✓ Staff will analyze site conditions, including soil, on your property.
- ✓ If supplemental treatment is required due to site conditions such as shallow soil or steep slope, you will need to select a Certified Designer from our List of Certified Designers, and our staff will evaluate your property's site conditions jointly with the Certified Designer.
- ✓ On some occasions, additional testing may be required. This could include inspection of additional soil test holes, percolation tests, or seasonal groundwater monitoring.

3. Site Evaluation Approval

- ✓ After reviewing all data, if your property meets the requirements of our On-Site Wastewater Ordinance and Manual, our office will approve your Site Evaluation. The Site Evaluation will identify a location for your wastewater system and a location that will need to be reserved for future repair of your system. The Site Evaluation will also identify the depth of useable soil in your primary and reserve drainfield areas and state whether supplemental treatment will be required.
 - ✍ Site Evaluations have no expiration date. However, additional site evaluation work may be required if you later decide to relocate your drainfield to an area other than that which was originally evaluated.

4. Application for Construction Permit

- ✓ The next step is to complete the Construction Permit application and pay the permit fees.
 - ✍ Construction Permits can be applied for at the same time the Site Evaluation application is submitted. [Form CP](#)
- ✓ If the Site Evaluation indicates you can use a Standard Gravity System and you have not yet done so, select a contractor from our List of Certified Installers. [Form CI](#)
- ✓ If the Site Evaluation indicated you will need to use a Supplemental Treatment System, you may either continue working with the Certified Designer who assisted in the Site Evaluation, or another designer selected from our List of Certified Designers. [Form CD](#)



5. System Design

- ✓ The Certified Installer or Certified Designer (see Step 4) will need to provide our office with a design for the wastewater system in the area investigated during the Site Evaluation, and follow the design parameters outlined in the Site Evaluation.

Installer Info Packet: Form DG
(If site approved for Standard Gravity System)

6. Design Review

- ✓ Out staff will review the design and may perform an additional site inspection to review the proposed layout of the system.

7. Issuance of Construction Permit

- ✓ When the design for your wastewater system has been reviewed and approved by our office, we will issue the Construction Permit.

✍ Construction Permits are valid for two years and non-renewable. Construction Permits are valid only for construction of the approved design and may be invalidated by activities in the primary and reserve drainfield areas, such as excavation, that could adversely affect the wastewater system.

Form CP

8. Wastewater System Installation

- ✓ If you have not yet done so, select a Certified Installer to install your wastewater system.
- ✓ The Environmental Health Specialist will inspect and approve the installation and review the As-Built to confirm accuracy.

Form CI

✍ The As-Built for your wastewater system is one of the most important documents that will go into your files. It will be referred to whenever you apply in the future to remodel or expand your home or build outside features such as patios.

Installer Info Packet: Form AS

9. Final Inspection and Certification of Completion

- ✓ Final approval and certification of completion of the installation will be made when the installation is complete, consistent with the design, and the As-Built has been reviewed by the Environmental Health Specialist.

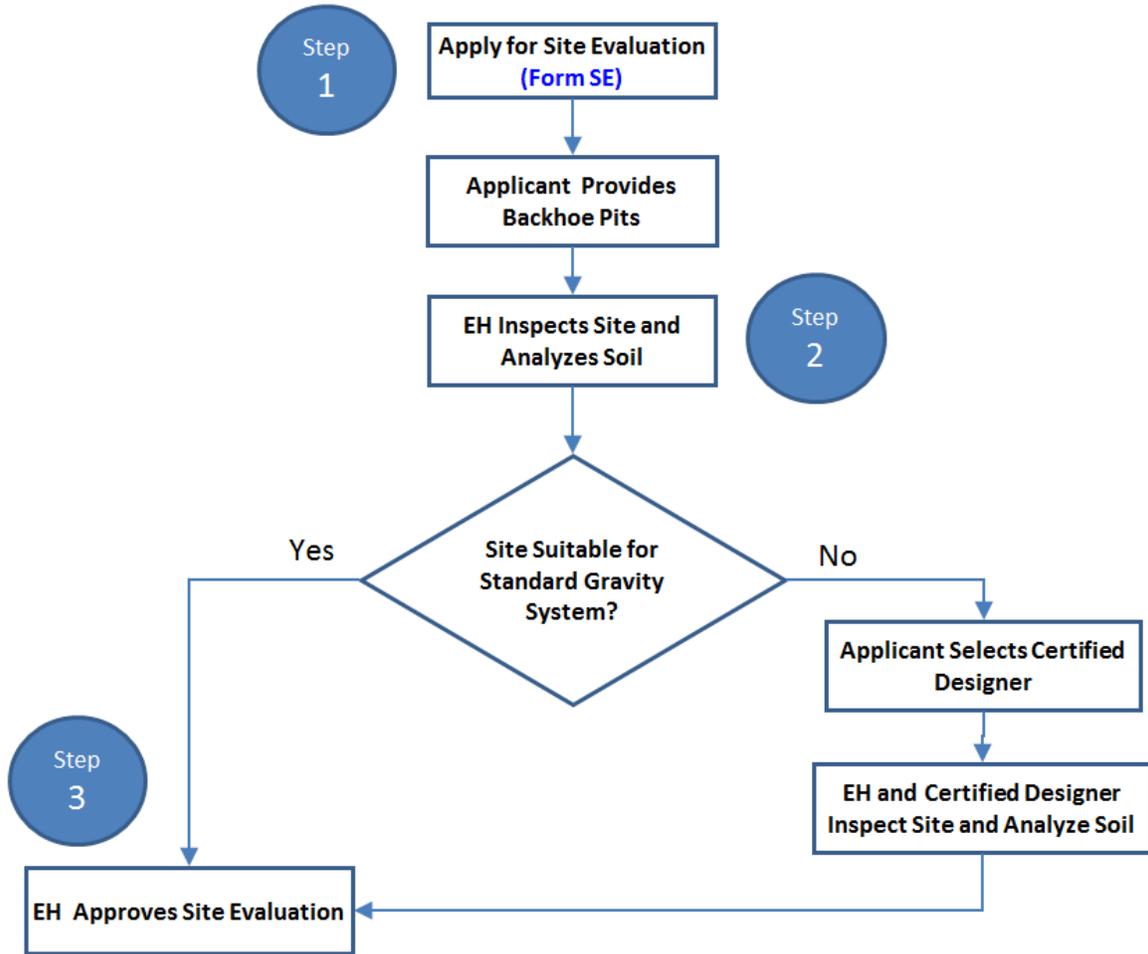
Form CP

Note: Other information, including our On-Site Wastewater Ordinance and On-Site Wastewater Manual, is available at our office or found online at:

<http://www.buttecounty.net/publichealth/environmental/environmental.html>



Site Evaluation Process Summary





Construction Permit Process Summary

