

Department of Health Services

Office of Wastewater Management

Residential Application Process

- Step 1: An application is submitted to the Office of Wastewater Management for the construction of a new or remodeled home. The application package must include:
- **Application form**
 - **Mandatory Application Checklist**
 - **3 original signed/sealed survey prepared by a design professional**
 - **Floor plans for all structures, all floors including basements**
- Each submission package that does not contain the above listed items will be returned without comment.
- Step 2: The application is reviewed by the Department within 2 weeks of receipt. During the preliminary process, applications are reviewed to determine if they are of a high quality that is sufficient for entry in the formal review process. Applications will be accepted into the process with minor deficiencies and an appropriate application fee will be invoiced. The following information is verified:
- **Design of sanitary system and water supply**
 - **Coordination with other municipal agencies**
 - **Need for variances or covenants**
- Step 3: Applications that meet all criteria are approved for construction. Deficient applications are returned for corrections. If the application has major deficiencies, the applicant must restart the process after consultation with office staff.
- Step 4: Once construction is complete on approved projects, the applicant will contact the Department to schedule an inspection of the sanitary system and water supply.
- Step 5: After inspections are complete, applicant will submit final paperwork for review by the Department. The package will include:
- **4 As-built drawings**
 - **Installer's certification or s-9**
 - **Tap Letter or well certificate and water analysis**
 - **Engineer's certification, if required**
 - **Abandonment certification, if required**
- Step 7: Paperwork is reviewed by Department within 7 days after receipt for completeness. Acceptable paperwork is issued final approval for use. Deficient paperwork is returned for corrections.
- Step 8: If required, resubmission is reviewed with 7 days after receipt by the Department. Either final approval or further comments will be issued.