

How to Obtain an On-Site Wastewater Treatment System Permit

APPLICATION

To obtain an On-site Wastewater Treatment System (OWTS) permit, one must file an application at San Juan Basin Public Health, either in person (281 Sawyer Dr.) or by email (sjbpublichealth.org). OWTS Permit Application fees are:

- Construct a new system **\$1023**
- Alteration OWTS permit **\$973**
- Minor Repair OWTS permit **\$373**

Please fill out the Application clearly and accurately as this will be a legal document and part of a permanent record. The Assessor's Parcel number (12-digit number found on Property Tax Notice or Notice of Value), the site address (to be provided by the County Building Department), and the lot size are required to complete the Application. Owners or agents with Power of Attorney are required to sign the application. Owners, or any designated agent, must provide contact information.

Every OWTS Permit Application must be accompanied by a Lot Layout that includes:

- Property boundaries, adjacent street(s), driveways, and parking area(s).
- Existing and proposed buildings, easements, & buried utilities.
- Existing and proposed water wells.
- Existing and proposed septic tank and drain-field locations (including existing lagoons).
- Any springs, surface water, ditches, and steep slopes.

Note: A boundary outline map (from GIS), a Certificate of Survey copy, Assessors Plat, or hand-drawn map with surface features and approximate distances are usually acceptable.

Septic system designs from a Professional Engineer (PE) may be required when adverse site conditions such as fast or slow percolation rate, high seasonal ground water, shallow bedrock, or steep slopes are encountered, or when small lots and/or setback requirements interfere.

As of January 27, 2003, OWTS Permits for lagoons will not be issued.

Site Evaluation

To determine the suitability of a proposed home site for an OWTS, a site evaluation or site visit by SJBPH can be requested. An EHS will conduct the site evaluation unless the applicant chooses to have a PE do the site evaluation for design purposes. The surface features of the site are evaluated to determine if they would have any influence on the location of the proposed system.

Arrangements for an Environmental Health Specialist (EHS) to perform the site evaluation should be made at least 10 business days in advance. Please call our Environmental Health Office at (970) 335-2052 to speak with a staff member about site evaluation. The site address should be clearly posted at the entrance to the property. SJBPH charges \$240 to conduct the site visit.

Permit, System Installation and Final Inspection of System

Construction cannot begin until authorization to construct is given by SJBPH.

SJBPH OWTS Regulations require that the OWTS installer possess a current SJBPH Installer's License and a copy of the OWTS Permit, authorized for construction, on site during construction.

A homeowner intending to install an OWTS is required to complete the SJBPH's Installers Training Course before his/her Installer's License will be issued (see Section 8.1.A of the OWTS Regulations). SJBPH offers the Installers Training Course quarterly; dates for 2017 are as follows:

January 27, April 28, June 2, July 28, October 27

All classes will be held at the SJBPH Durango location (281 Sawyer Dr.) from 9:00 AM – 12:00 PM. Dates and times are subject to change. The price for the class is \$ 120. Please call (970) 335-2052 to register; advance scheduling is required.

The contractor or owner/applicant shall notify SJBPH prior to beginning construction of an OWTS. When construction of the OWTS is complete, but not yet backfilled, the Licensed System Installer or property owner must contact their Professional Engineer and SJBPH to request a final inspection.

This request must be made at least 2 full working days in advance of the actual inspection date.

For more information and a copy of SJBPH OWTS 2014 Regulations visit:

<http://sjbpublichealth.org/septic/>