

APPLICATION for a Transfer of Title Acceptance Document

Existing Permit Number: WWP _____ - _____ (if more than one exists, write the most recent)

What is the current status of the existing permit?

- Final (Date of Final Signature _____) Active (for ongoing repairs or expansion)
- Expired (*NOTE: A new permit may be required*)

Property Address: _____ Parcel Number _____

Current Property Owner: _____ Application Date _____

Property Owner's Agent (optional): _____

Owner or Agent's Phone Number: _____ Email address: _____

GENERAL INFORMATION (to be completed by Owner or Owner's Agent):

What is currently served by this OWTS?

- Commercial (describe): _____
- Residential: Number of dwellings: _____ Number of bedrooms: _____
(*list number of bedrooms in each dwelling separately, i.e. "3+2"*)
- RV only Other (describe): _____

Number of dwellings listed by County Assessor: _____ Number of bedrooms: _____

Number of dwellings listed on existing permit: _____ Number of bedrooms: _____

NOTE: Your application may be rejected if the listing by the County Assessor exceeds the existing permit. A new permit may be required to add additional capacity.

Are there any other on-site wastewater treatment systems on the property? (Y/N) _____

NOTE: Separate applications for a Transfer of Title Acceptance Document and separate Inspection Reports must be submitted for each OWTS on the property being transferred.

Are there any ongoing Maintenance or Inspection contracts for an OWTS on this property? (Y/N) _____

Attach a copy of the most recent maintenance agreement. Date of expiration: _____

INSPECTION INFORMATION (attach Inspection Report(s) to this Application upon submission):

Date of Most Recent Inspection: _____ Inspector: _____

Inspection Result Acceptable? (Y/N) _____ Inspector's NAWT Certification Number: _____

Date of Most Recent Septic Tank Servicing: _____ Cleaner: _____ Acceptable? (Y/N) _____

Record Drawing: Record Drawing Attached OR SJBPH has Record Drawing on file

FEES \$90 administrative fee: Date paid: _____ Payment type: _____ Received by: _____

If using the SJBPH online payment form, write "Transfer of Title Acceptance Document" in the Description field and write the Property Address in the Invoice Number field.

AFFIRMATION (must be signed by current property owner): I am requesting...

- A Transfer of Title Acceptance Document (*all inspection and servicing reports are acceptable, bedroom count matches permit and County Assessor records*)
- A Conditional Transfer of Title Acceptance Document (*check at least one of the following*):
 - Buyer has completed an agreement to obtain necessary permits and repairs (attached)
 - Conditions do not allow for repairs (attach explanation)
 - Inspection could not be completed (attach explanation)

I acknowledge: (1) The information above is true and accurate to the best of my knowledge, (2) SJBPH may deny this application or issue conditional acceptance in accordance with relevant laws and regulations, (3) issuance of an acceptance document does not imply any warranty by SJBPH as to the operation of the OWTS, and (4) the property owner and all future property owners assume the responsibility and liability for proper maintenance of the OWTS.

Signature of Property Owner _____ **Date:** _____