

**NOTE:** This form is for courtesy inspections for the following situations:

1. New building permit applications or modular home permit applications that propose to reuse an existing OWTS (bedroom count must match)
2. Voluntary inspections of existing systems for informational purposes, or to investigate a potential problem
3. Finalizing existing permits that never received a final signature (confirm with SJBPH that a new permit is not required prior to submitting this form)
4. Collection of a water sample for loan certification purposes

**DO NOT** use this form for mandatory inspections of existing systems for sale of property (Transfer of Title Inspections) or to request a construction inspection of a newly built OWTS.

**Date:** \_\_\_\_\_ **Requested by:** \_\_\_\_\_

Water test results/inspection report attention to:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

(Check box for preferred delivery method)

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_  Fax: \_\_\_\_\_

**Note:** Advance payment and 5 working days' notice is required for inspections. A receipt (that includes septic tank volume, number of chambers, and condition) for the septic tank servicing dated within the last year is required prior to the inspection of the OWTS

**Reason for request:** \_\_\_\_\_

Property owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property address: \_\_\_\_\_

**Note:** access inside the house is required to collect water samples (water system must be in operating condition in order to collect water sample).

Is house currently occupied? (Y/N) \_\_\_\_\_ Water supply: \_\_\_\_\_ # of bedrooms: \_\_\_\_\_

Comments/special access instructions/ special directions:

---

**FOR DEPARTMENT USE ONLY**

**Fees:**  \$240 OWTS inspection only  \$265 Site visit and water sample collection

Date paid: \_\_\_\_\_ Payment type: \_\_\_\_\_ Received by: \_\_\_\_\_

Inspection/ site visit completed on: \_\_\_\_\_ OWTS Permit # \_\_\_\_\_ - \_\_\_\_\_

Inspection report delivered on: \_\_\_\_\_