INSTALLING A NEW ON-SITE SEWAGE FACILITY (OSSF)  
(Septic Systems)

Contact the City  
DO NOT BEGIN CONSTRUCTION

Is the property located within a city or municipality or the county?  
DO NOT BEGIN CONSTRUCTION

City/Municipality  
County  
Contact the County Engineer’s Office  
DO NOT BEGIN CONSTRUCTION

Contact the City  
DO NOT BEGIN CONSTRUCTION

Confirm that the property was legally created or subdivided.  
(NOTE: Always check to see if organized sewage is available in cities/municipalities. You may not need an OSSF)  
DO NOT BEGIN CONSTRUCTION

Have you obtained a copy of the deed restrictions, covenants or development regulations unique to each subdivision or city site?  
This may include building setbacks, easements, type of structures, etc.  
DO NOT BEGIN CONSTRUCTION

Have you determined the water source (i.e., public water, private water supply, or well)  
DO NOT BEGIN CONSTRUCTION

Yes

No

Work with the city or county to correct property issues.

Yes

No

Work with the city or county as appropriate to obtain the needed documents.

Yes

No

Contact a licensed site evaluator or professional engineer. This individual must complete a site evaluation and soil analysis to determine the type of OSSF that can be installed.  
DO NOT BEGIN CONSTRUCTION

SEE NEXT PAGE

IMPORTANT NOTE: The proposed location of your residence or businesses and all construction supporting it can also influence the type of OSSF acceptable. Placement of the structures, driveways, parking, swimming pools, water supply, etc. and the required setbacks to them will affect OSSF placement. The OSSF professional who designs your system should be involved in this process. Lot or tract size is the single most important factor in this process. Small lots limit development.
Applying for a Permit for a New On-Site Sewage Facility (OSSF)

1. Site Evaluation: Must be performed by a qualified professional. **DO NOT BEGIN CONSTRUCTION**
   - Yes: Appropriate Design: A to scale drawing of the proposed OSSF and the proposed structure it will serve. Additionally, include other proposed development on the site which could affect OSSF. **DO NOT BEGIN CONSTRUCTION**
   - No: Take the necessary steps to obtain the site evaluation.

2. Appropriate Design: A to scale drawing of the proposed OSSF and the proposed structure it will serve. Additionally, include other proposed development on the site which could affect OSSF. **DO NOT BEGIN CONSTRUCTION**
   - Yes: Appropriate affidavit / maintenance contract if necessary: Some OSSF designs must be prepared by a Registered Professional Engineer or Registered Sanitarian. The site evaluator should be able to assist in this determination or contact the Health District’s Environmental Health Office for assistance. **DO NOT BEGIN CONSTRUCTION**
   - No: Work with your septic professional to correct problems before proceeding.

3. Work with your septic professional to correct problems before proceeding.
   - Yes: Receive approval from the Health District in writing. **BEGIN CONSTRUCTION**
   - No: Obtain the necessary steps to obtain the site evaluation. **DO NOT BEGIN CONSTRUCTION**

4. Obtain and complete the application. Download here or obtain from the Health District. **DO NOT BEGIN CONSTRUCTION**
   - Yes: Pay the necessary fee. **DO NOT BEGIN CONSTRUCTION**
   - No: Work with your septic professional to correct problems before proceeding.

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