



POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: ENVIRONMENTAL HEALTH

POLICY #: 508a PERMITTING ON-SITE SEPTIC TREATMENT SYSTEMS

POLICY: Central Valley Health District (CVHD) has promulgated Regulation #2, governing the installation of On-Site Septic Treatment Systems (OSTS). All on-site septic treatment system work requires a “Permit to Construct”. This includes new on-site septic treatment systems and/or repair to existing systems which includes: septic tanks and/or drain-fields, seepage pits, cesspools or holding tanks.

PROCEDURE:

1. When a request to install or repair an OSTs is made, the Environmental Health Division informs the interested parties of the requirements. An application for a permit may be made through the local health department office. The permit fee is due prior to issuing an application.
2. The installer is responsible for alerting the Environmental Health Division a minimum of 48 hours prior to planned backfill. This allows for the opportunity of an Environmental Health Practitioner to complete an inspection.
3. The application must be completed in full; refer to OSTs Permit form for all required information.
4. Once the permit application is returned to the Environmental Health Division it is reviewed for compliance with Regulation #2.
<http://www.centralvalleyhealth.org/Media/EH/Regulation2OnsiteSewageTreatmentSystems.pdf>
 - a. The installer is informed of the any concerns with the findings.
5. Retain original copy of the permit for CVHD Environmental Health Records. Homeowner and/or installer copies will be made available if requested.
6. Log permit information into the CVHD Sewer Access Database.