



POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: ENVIRONMENTAL HEALTH

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

POLICY: Central Valley Health District (CVHD) has promulgated Regulation #2, governing 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, alterations or modifications 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.
 - a. Any install or repair to an OSTS that begins work prior to the purchase of a permit work shall be assessed penalty.
 - i. The Failure to purchase permit prior to installation/repair fee shall billed to the facility.
2. The installer is responsible for alerting the Environmental Health Division a minimum of 48 hours prior to planned backfill. This allows Environmental Health Practitioner an opportunity to complete an inspection.
 - a. Inspection may be completed on an open or backfilled system to determine compliance with Regulation #2.
www.centralvalleyhealth.org/EHSubpages/OSTS.html
3. The permit must be completed in full; refer to OSTS Permit form for all required information.
4. Once the completed permit application is returned to the Environmental Health Division it is reviewed for compliance with Regulation #2.
 - a. Unapproved OSTS Permits refer to Policy 508f.
 - b. Permits received after November 30th of the installation year shall have a late fee billed to the installer.
5. Retain original copy of the permit for CVHD Environmental Health Records. Property Owner and/or installer copies will be made available if requested.
6. Log permit information into the CVHD Sewer Access Database.