



POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: ENVIRONMENTAL HEALTH

POLICY #: 508e LICENSURE OF ON-SITE SEWAGE TREATMENT SYSTEM INSTALLERS

POLICY: Central Valley Health District (CVHD) has promulgated Regulation #2, governing On-Site Sewage Treatment Systems (OSTS). This regulation covers OSTS Installer Licensure.

PROCEDURE:

1. All OSTS Installer information is maintained in the CVHD Sewer Access Database. This includes business address, owner, billing and licensure information.
2. Licenses are issued to new installers after applications have been approved and the fee paid.
 - a. Refer to Policy 508d.
 - b. The license will expire at the end of the current scheduled license year.
 - c. License fees are adopted by CVHD Board of Health and reviewed annually.
3. So long as installers are compliant, licenses are issued on an annual basis thereafter. In January license renewals are generated using the CVHD Sewer Access Database
 - a. Licenses follow the January – December license schedule.
 - b. Non-complaint Installers refer to Policy 508f.
4. A second notice for installers failing to submit payment will be sent out in March of the new license year.
 - a. For installers failing to submit payment by March 15, final notices will be issued. Final notices in addition to license fee will include a penalty of 50% of the license fee.
5. The installer will return a portion of the License Renewal Form along with payment. Any information updates or changes will also be submitted on this form.
6. Log all appropriate information into the CVHD Sewer Access Database
7. The Installer License for the upcoming year shall be mailed out to the business.