

SEPTIC SYSTEM PERMITTING PROCEDURES

1. **Septic System Permit Applications:** The property owner should contact this office to obtain a permit application. Permit applications are not available online or from any other source. The permit application fee is \$160 for single-family residential, \$260 for all others, and is non-refundable. A **physical address number** for the subject property is required. To obtain or verify an address, contact Washington County Rural Addressing at (979) 277-6281.
2. **A Site Evaluation/Design is required:** A **State Licensed Site Evaluator or Professional Engineer** must perform the Site Evaluation (checks soil type, groundwater, topography, flood hazard, separation distances, etc.). **Aerobic (ATU) systems are NOT a requirement. Such systems can be much more expensive long-term and other options are usually available.**
3. The **Permit Application, Site Evaluation, and Design**, must be submitted to this office for review/approval before Authorization to Construct (ok to begin construction) can be issued. To avoid delay in processing your application; all information on the application should be completed, and any other relevant information should be submitted with the application. Work on the septic system may not begin prior to written authorization from this office.
4. **Install/Modify the system.** Only a **Licensed Installer** or the **Resident Property Owner of a Single-Family Dwelling** may construct the system. Contractors working on the system must be licensed (including dirt work).
5. **All septic system construction must be inspected** by a Washington County Environmental Department Inspector. All work must pass inspection **before the system is covered**. Call to schedule an inspection **at least 24 hours** in advance.
6. After a successful inspection, a **Notice of Approval** will be issued to the property owner. **This means the system passed inspection and is approved for use.**

If you choose to install an Aerobic system, please be aware that:

- The owner must file an **Affidavit to the Public** (on the form provided by our office) in the Washington County Clerk's Office under Real Property Records.
- A **Professional Design** by a Professional Engineer or Registered Sanitarian is required.
- The **Owner** must assure there is **Ongoing Maintenance** for the **lifetime of the system**. **Maintenance contract fees and repair expenses are the responsibility of the owner.**
- Washington County charges a **Maintenance Tracking Fee** for the **lifetime of the system**.
- **Maintenance Reports** must be completed and sent to this office **quarterly for single-family residences, and monthly for commercial food establishments**.
- **Hepatitis Vaccination** is strongly recommended for families with **Surface Disposal Septic Systems**, as they may come into contact with partially treated sewage discharge.

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