



Chelan-Douglas Health District  
 200 Valley Mall Parkway  
 East Wenatchee, WA 98802  
 (509) 886-6450

# ONSITE SEPTIC and WATER MASTER PERMIT APPLICATION

	2017 Fees	Code
<input type="checkbox"/> New Construction - Septic	\$610	546
<input type="checkbox"/> Intermediate (≥1000 gpd)	\$864	549
<input type="checkbox"/> Repair	\$527	399
<input type="checkbox"/> Tank Replacement Only	\$145	557
<input type="checkbox"/> Project Review	\$91/hr	547
<input type="checkbox"/> Permit Extension	\$96	500
<input type="checkbox"/> Soil Evaluation (CDHD)	\$434	543
<input type="checkbox"/> Private Water Review (new const.)	\$256	520
<input type="checkbox"/> Re-design	\$193	1003
<input type="checkbox"/> Other _____		

DATE: \_\_\_\_\_

NAME AND MAILING ADDRESS OF APPLICANT (for billing):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NAME AND MAILING ADDRESS OF PROPERTY OWNER:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

INSTALLER (If Known): \_\_\_\_\_

PROPERTY IDENTIFICATION:

COUNTY: \_\_\_\_\_

ASSESSOR'S PARCEL NO. \_\_\_\_\_

PROJECT STREET ADDRESS: \_\_\_\_\_

EXISTING SEPTIC PERMIT NUMBER: \_\_\_\_\_

BUILDING PERMIT NUMBER (If applicable): \_\_\_\_\_

**TYPE OF USE:**

- Residential (single family).  
 Number of Bedrooms: \_\_\_\_\_
- Commercial or Multi-family. Describe number of bedrooms, employees, units, shifts, type of business, etc.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is the property within the boundaries of a recognized public sewer utility? (If so, give name of utility)

NO  Yes \_\_\_\_\_

**DRIVING DIRECTIONS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SOIL INFORMATION:**

Your parcel must have reliable soils information to approve a septic system construction permit or to use an unpermitted or undocumented septic system. **If not on file at the Health District or attached, a soils evaluation by a licensed septic system designer or professional engineer or Health District will be required.** Two test pits dug to at least 6 feet deep are required, one in the proposed (primary) drainfield area and another in the reserve drainfield area. They need to be at least 50' apart.

- Designer/engineer soil report attached
- Health District to conduct evaluation (fee required)

**SEPTIC SYSTEM DESIGN:**

If your project can be approved for a gravity drainfield septic system based on a soil/site evaluation, please see the next few pages for system requirements or attach a gravity drainfield design package by a licensed designer/engineer.

**Pressure septic systems and all repairs** must be designed by a state licensed designer or professional engineer:

- Design Package attached

**Shorelines:** If your new construction project is within 200' of any surface water, please contact your county's building and planning department before designing a septic system as additional horizontal setbacks may apply.

**DRINKING WATER SUPPLY:**

- Public** (three or more homes)

System name: \_\_\_\_\_  
 (New Construction - Attach copy of *Water Availability Checklist* from water purveyor)

- Private** (serving one to two homes)

- New Construction** projects to determine potable water adequacy (RCW 19.27.097) please attach copy of:
  - Well Log
  - Nitrate lab test results
  - Coliform bacteria lab test results
  - Pump Test (if well produces <5 gpm)
  - Joint Use Agreement (IF shared well with neighbor)
  - Restrictive Covenant (IF well is within 50' of

property line)

Water Right (IF drawing water from a lake/stream)

**Septic System Repairs:** If we have no record on file of your well/water source please indicate the following information about your drinking water source:

Dug Well       Drilled well (DoE tag #): \_\_\_\_\_

Spring           Surface Water

Shared well with neighboring property(s)

**PROJECT REVIEW:**

This application is required when changes are proposed to a building or property served by an existing and **PERMITTED** septic system. Examples include changing the intended use of a building (residential to commercial), adding shops/garages or swimming pools to the property, expansion of an existing building footprint (but not adding additional bedrooms), interior remodels, and/or when connecting a new building to the existing permitted septic system (total bedroom count to remain the same). A copy of the site plan that will be submitted for your building permit must be attached. Please note you must have 100% of a reserve drainfield area available and shown on your site plan to have your project approved. This application is required for any project which requires Chelan-Douglas Health District's written approval and/or comments typically required by the County Building Department for a building permit.

If the existing septic system is **UNPERMITTED**, you will need to submit a soil/site report by a licensed designer or engineer with your Project Review application indicating that a gravity drainfield is appropriate for the site. At a minimum the report must include a soil evaluation near the existing drainfield and a site plan showing the reserve drainfield area. If the soil and site analysis indicates a gravity drainfield is not an appropriate method of effluent disposal, a pressure septic system design and repair application and fee will be required to approve your project.

Septic system expansions, such as going from a 2 bedroom home to a 3 bedroom home, will require a new septic system meeting current code requirements for new construction standards to include 100% reserve drainfield area available.

Based on our review of the project, septic permit, soil/site reports, information in our files, etc. there may be *Conditions of Approval* applied to the project and/or the requirement for a completely new septic system. You will be informed via a letter from our department.

**Project Review fees:** There is a \$91 minimum fee for the first hour of our staff review and, if necessary, additional billing for each ¼ hour thereafter. You will be invoiced when our review of your project is completed.

**Brief description of Project Review:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SITE PLAN**

Private home owners are limited to designing and installing one conventional gravity onsite septic system for their own personal single family residence within a 12 month period.

On the next page please provide a plan view of your proposed septic system or project and property details. Some typical details are given below. Please add additional details as needed and/or use additional sheets of paper for your drawing. The plot plan must be drawn to a suitable scale, such as 1 inch = 30 ft. or 1 inch = 50 ft. You can buy a "scaled ruler" at Office Max, Office Depot, or Hobby Lobby. The plan must be detailed and accurate enough so that additional instructions to your installer will not be needed. **If the site plan is NOT complete, your application will not proceed until we are satisfied that all site plan requirements are met. Please see attached example of a complete and approvable Site Plan.**

**The following items must be shown on the site plan (please use this as a "check list"):**

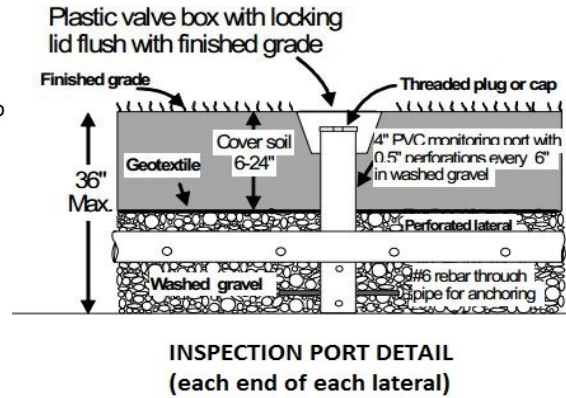
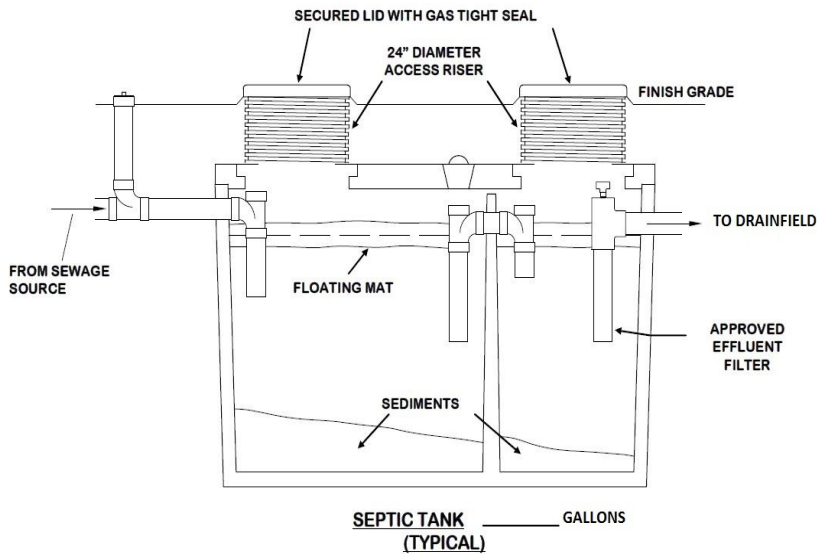
- Property lines with dimensions.
- An area for future drainfield replacement (reserve area) if not between primary installed trenches.
- Adjacent streets and roads
- Surface water, irrigation ditches, drainage ditches
- Buildings - existing and proposed
- Direction of slope or contour lines
- Driveways and parking areas
- Easements, flood zones, and other known encumbrances
- Water lines and/or wells, including neighbor's wells within 100' of your property lines and abandoned wells
- Interceptor or curtain drains
- Cuts, banks, fills, irrigation ditches, rock outcrops, etc.
- Arrow indicating North
- Underground utilities (water, power, phone, cable, gas).
- Septic tank and drain-field layout, including trench lengths. Note: there is a **minimum of 7'** side-wall to side-wall trench separation if reserve drainfield will be between installed/primary drainfield.

**APPLICANT'S STATEMENT:** I will comply with the rules and regulations of the Chelan-Douglas Health District for on-site sewage systems in the installation and maintenance of this system. I understand that any alterations of the building size or location, misrepresentation or concealment of material fact, or any filling or grading in or below the drainfield area may invalidate any approval granted for this application. In the event my permit is denied, I understand I have the option of appeal. I also understand that additional inspections will be required where any part of the installation is performed by someone other than a person licensed under the above regulation.

\_\_\_\_\_  
**(Signature)**



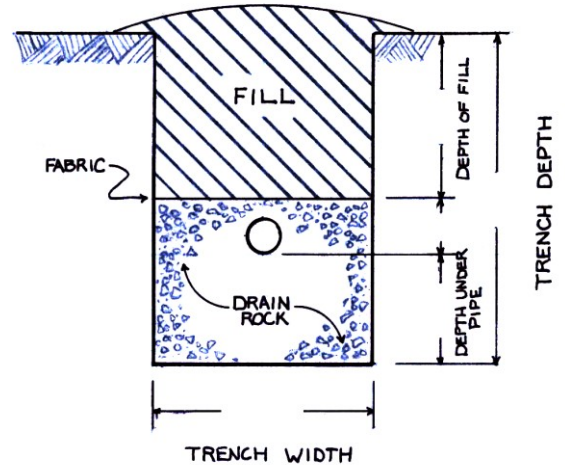
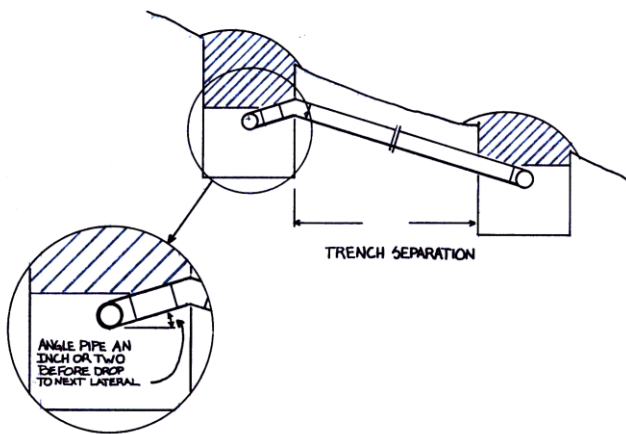
# SITE PLAN



**Stepdown details** for sloping sites only. Note: stagger stepdowns so all stepdowns are not on one end of the drainfield area. You must have at least 7 feet side-wall to side-wall trench separation (10 foot on-center trenches) if you show reserve drainfield area between primary installed trenches. 5' separation if reserve is show elsewhere.

**Trench Depth details:**

- o Maximum depth of 36" unless noted on site evaluation report.
- o Maximum of 24" cover material
- o Maximum of 36" wide trenches or 10' wide beds (soil types 1-3 and fine sands *only*).



**Other Information:**

1. Okanogan County Public Health has a good installation manual: [http://www.okanogancounty.org/ochd/const\\_stand.pdf](http://www.okanogancounty.org/ochd/const_stand.pdf)
2. You can view an aerial photo with property dimensions but please note property lines may not be accurate.  
Douglas County: <http://douglaswa.mapsifter.com/Disclaimer.aspx?ReturnUrl=%2fdefault.aspx>  
Chelan County: <http://atlas2013.co.chelan.wa.us/flexviewers/ChelanCountyGIS>
3. Your county Assessor has your property legal information.
4. Well logs can be found on the state Dept of Ecology's website: <https://fortress.wa.gov/ecy/waterresources/map/WCLSWebMap>