

# Onsite Application Types – Instructions/Requirements

## OSS – New Construction Septic Permit

Applies to all new construction projects requiring the installation of a new septic system. *Single Family residence, Accessory Dwelling Unit (ADU), Commercial Project or Other (Shop, Garage, etc.)*

### Requirements:

- **Site/Soil Evaluation** – *Completed by Licensed Designer or Professional Engineer. CDHD may conduct soil evaluation with separate soil evaluation application.*
- **Site Map** – *noting features and setbacks, topography and slope.*
- **Septic System Design** – *must be completed by Licensed Designer or Professional Engineer. Refer to our list of Licensed Designers on our **Service Providers & Licensed Designers page**.*
- **Floor Plan** (Ensure bedrooms are labeled) – *septic effluent flow based on 120 gpd per bedroom.*
- **CDHD designated septic installer identified.** *Refer to our list of Licensed Installers on our **Service Providers & Licensed Designers page**.*
- **Water availability** – **Private or Public.** *Need will serve letter from Public Water System purveyor or if private well, may require separate private water review application.*

## OSS Septic Permit – Connection

Application is intended for a new home or home expansion, manufactured home, ADU, shop, garage or commercial operation connecting to a **permitted** septic system.

\*\*\* Connection to a community drainfield or shared septic system will require a New Construction Permit.

\*\*\* No septic records on file will require a New Construction Permit.

### Requirements:

- Site Map – *may include Site Plan*
- Soil/Site Evaluation – not required.
- Septic System Design or Site Plan – *noting features and setbacks, topography and slope. (May be submitted by Contractor, Builder)*
- O&M Inspection report by Licensed O&M Service Provider within 1 year for pressurized systems and within 3 years for gravity systems. *Refer to our list of Licensed O&M Service Providers on our **Service Providers & Licensed Designers page**.*
- Floor Plan (Ensure bedrooms are labeled) - *septic effluent flow based on 120 gpd per bedroom.*
- Contractor name or CDHD Designated Installer conducting the connection. *Refer to our list of Licensed Installers on our **Service Providers & Licensed Designers page**.*
- Water availability – *Private or Public Need will serve letter from Public Water System purveyor or if private well, may require separate private water review application.*

## OSS Septic Repair Permit

Application is intended for replacement of existing **permitted** septic systems.

\*\*\* No septic records on file will require a New Construction Permit.

### Requirements:

- Site/Soil Evaluation – *Completed by Licensed Designer or Professional Engineer. CDHD may conduct soil evaluation with separate soil evaluation application.*
- Site Map – *noting features and setbacks, topography and slope.*
- Septic System Design – *must be completed by Licensed Designer or Professional Engineer. Refer to our list of Licensed Designers on our **Service Providers & Licensed Designers page**.*
- Floor Plan (Ensure bedrooms are labeled) – *septic effluent flow based on 120 gpd per bedroom.*
- CDHD designated septic installer identified. *Refer to our list of Licensed Installers on our **Service Providers & Licensed Designers page**.*
- Water availability – Private or Public. *Need will serve letter from Public Water System purveyor or if private well, may require separate private water review application.*

## OSS Septic Repair (Tank Only) Permit

Application is intended for a replacement of a failed septic tank, pump chamber or septic dose tank for an existing residence. Or the addition of a tank in conjunction with a Connection Permit to an individual septic system.

If septic dose tank and/or septic tank are connecting to a community system or shared septic system, then New Construction application required.

**Unpermitted or unknown septic systems** cannot secure approval for a Tank Only Permit and will need to follow the “New Construction Septic Permit Process.”

Requirements:

- Site Map – *may include Site Plan*
- Soil/Site Evaluation – not required.
- Septic System Design or Site Plan – *noting features and setbacks, topography and slope. (May be submitted by Licensed Installer)*
- Provide O&M Inspection report if applicable. *(Septic tank failure, leaking, etc.)*
- Floor Plan (Ensure bedrooms are labeled) - *septic effluent flow based on 120 gpd per bedroom.*
- CDHD Designated Installer. *Refer to our list of Licensed Installers on our **Service Providers & Licensed Designers** page.*
- Water availability – *Private or Public Need will serve letter from Public Water System purveyor or if private well, may require separate private water review application.*

## Septic Expansion Permit

Applies to all new construction projects requiring the expansion of an existing septic system. *New Single Family residence, Home remodel (addition of bedrooms), Accessory Dwelling Unit (ADU), or Commercial Project.*

### Requirements:

- **Site/Soil Evaluation** – *Completed by Licensed Designer or Professional Engineer. CDHD may conduct soil evaluation with separate soil evaluation application.*
- **Site Map** – *noting features and setbacks, topography and slope.*
- **Septic System Design** – *must be completed by Licensed Designer or Professional Engineer. Refer to our list of Licensed Designers on our **Service Providers & Licensed Designers page**.*
- **Floor Plan (Ensure bedrooms are labeled)** – *septic effluent flow based on 120 gpd per bedroom. Show existing and proposed, and/or new structure.*
- **CDHD designated septic installer identified.** *Refer to our list of Licensed Installers on our **Service Providers & Licensed Designers page**.*
- **Water availability – Private or Public.** *Need will serve letter from Public Water System purveyor or if private well, may require separate private water review application.*

## Septic Permit Process – Modification

Application is intended for the modification of a **permitted** septic system.

**Unpermitted or unknown septic systems** cannot secure approval for a Modification Permit and will need to follow the “New Construction Septic Permit Process.”

Requirements:

- Site/Soil Evaluation (if applicable) – *Completed by Licensed Designer or Professional Engineer. CDHD may conduct soil evaluation with separate soil evaluation application.*
- Site Map – *noting features and setbacks, topography and slope.*
- Septic System Design – *must be completed by Licensed Designer or Professional Engineer. Refer to our list of Licensed Designers on our **Service Providers & Licensed Designers page** – Or Manufacturer specifications may be submitted in lieu of Licensed Designer submitted design depending on the modification proposed.*
- Floor Plan (Ensure bedrooms are labeled) – *septic effluent flow based on 120 gpd per bedroom.*
- CDHD designated septic installer identified. *Refer to our list of Licensed Installers on our **Service Providers & Licensed Designers page.***
- Water availability – Private or Public. *Need will serve letter from Public Water System purveyor or if private well, may require separate private water review application.*

## Septic System Re-Design Permit

Application is intended for issued septic permits that have yet to be installed. Circumstances have changed and this requires a new septic system design.

### Requirements:

- **Site/Soil Evaluation** – *Completed by Licensed Designer or Professional Engineer. CDHD may conduct soil evaluation with separate soil evaluation application.*
- **Site Map** – *noting features and setbacks, topography and slope.*
- **Septic System Design** – *must be completed by Licensed Designer or Professional Engineer. Refer to our list of Licensed Designers on our **Service Providers & Licensed Designers page**.*
- **Floor Plan (Ensure bedrooms are labeled)** – *septic effluent flow based on 120 gpd per bedroom.*
- **CDHD designated septic installer identified.** *Refer to our list of Licensed Installers on our **Service Providers & Licensed Designers page**.*
- **Water availability – Private or Public.** *Need will serve letter from Public Water System purveyor or if private well, may require separate private water review application.*

## Septic Permit - Remediation

Application is intended for remediation of a **permitted** septic system.

**Unpermitted or unknown septic systems** cannot secure approval for a Remediation Permit and will need to follow the “New Construction Septic Permit Process.”

Requirements:

- Site/Soil Evaluation – *not required.*
- Site Map – *noting features and setbacks, topography and slope.*
- Septic System Design – *must be completed by Licensed Designer or Professional Engineer. Refer to our list of Licensed Designers on our **Service Providers & Licensed Designers page.***
- Floor Plan (Ensure bedrooms are labeled) – *septic effluent flow based on 120 gpd per bedroom.*
- CDHD designated septic installer identified. *Refer to our list of Licensed Installers on our **Service Providers & Licensed Designers page.***
- Water availability – Private or Public. *Need will serve letter from Public Water System purveyor or if private well, may require separate private water review application.*

## Septic Permit Change of Ownership Process

Application intended for issued septic permits that have yet to be installed and property ownership has changed. The application must be submitted prior to the permit expiration. (no grace period)

If an application is submitted after the permit has expired, then a new permit will be required. Follow New Construction application process.

Requirements:

- Floor Plan (ensure bedrooms are labeled) – confirms system design still meets the effluent flow. *septic effluent flow based on 120 gpd per bedroom.*
- CDHD approved designated installer identified. *Refer to our list of Licensed Installers on our **Service Providers & Licensed Designers** page.*

## Septic Permit Process – Project Review

Application is intended for reviewing a building project, such as the addition of a shop, garage, or other structure with no plumbing, and any proposed swimming pools. Our review will mostly be linked to a county building department permit.

Application may also apply to requested research projects, for example determining the septic system capacity for a Short-Term Rental Property.

**Unpermitted or unknown septic systems** – we cannot be sure if proposed project will negatively impact the existing septic system.

Required documents:

- Project Narrative – *describe the proposed project*
- Site Map/Site Plan – *Ensure site plan matches submittal to Building Dept.*
- Soil/Site Evaluation – Not Required.

For unpermitted or unknown septic systems: O&M Inspection report by Licensed O&M Service Provider within 1 year for pressurized systems and within 3 years for gravity systems. *Refer to our list of Licensed O&M Service Providers on our **Service Providers & Licensed Designers page.***

- Floor Plan (Ensure bedrooms are labeled)- if necessary
- Completed application - designated installer not required.
- Water System “Will Serve” letter if water provided by public water system.

## Septic Permit Renewal Process

Ensure application submitted prior to permit expiration. (no grace period). If application is submitted after permit has expired, then a new permit will be required, follow the New Construction application process.

Ensure original permit issued date is within 5 years. A permit is valid only for a maximum of 5 years.

Please note:

- 1) New Construction Permits expire after two (2) years and can be renewed twice up to 5 years maximum.
- 2) Repair Permits expire after 6 months and can be renewed once depending on the circumstances. A failed system must be repaired in a timely manner to protect the public health and the environment.

Required documents:

- Floor Plan (ensure bedrooms are labeled) – confirms system design still meets the effluent flow. *septic effluent flow based on 120 gpd per bedroom.*
- CDHD approved designated installer identified. *Refer to our list of Licensed Installers on our **Service Providers & Licensed Designers page.***

## Soil Evaluations/Site Evaluations Process

CDHD offers this evaluation to provide additional options for applicants. May be a good option for land use projects, such as for short plats where a soil evaluation is needed but no septic design required.

Please note: Applicant must provide the test holes, we do not provide that service.

Requirements:

- Site Map showing test pit locations
- Minimum two (2) test pits required, recommend three (3) to verify reserve area.

Test pit guidance: [Guidelines for Test Pit Construction for On-site Sewage Systems](#)

## Septic System Inspection Process

For applicants:

All Final inspections must be conducted by CDHD.

Inspection requests must be submitted via email to [inspections@cdhd.wa.gov](mailto:inspections@cdhd.wa.gov). EH asks for 1 – 2 business days advance notice of inspections so the EH Inspectors can schedule accordingly.

The EH Inspector will reach out to Designated Installer to confirm inspection date and time.

If there is no response in 2 business days, contact our office at 509-886-6400.

For CDHD staff:

Check [inspections@cdhd.wa.gov](mailto:inspections@cdhd.wa.gov) email daily.

Route the inspection request email to the designated EH Inspector (Refer to Inspector Coverage Area). However, copy all inspectors on the email in case primary inspector is not available.

Also check in SmartGov for requested inspections under -Common -Inspection Requests. We have asked Installers and applicants to not request inspections through SmartGov, but we tend to receive them from time to time.