



# SEPTIC PERMIT CHECKLIST

Septic Permit Applications will not be processed until the applicant and engineer have completed the items outlined in the top portion of this checklist:

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Applicant must submit:

- Completed Septic Permit Application. (including Parcel # available from the Assessor's Office)
- Floor plan of the building to be served.
- Site plan including location of home, property lines, utilities and dimension.
- If you are the builder and not the owner, an Agent Authorization form.
- 24" x 36" "engineer stamped" septic plans.
- Septic Permit fee.

### Licensed Engineers Responsibilities:

- Perform a percolation test on the property, design a system, provide "engineer stamped" plans to the applicant, and complete Septic Permit form.
- Perform progress site inspection after construction but before the system is put into use. (Per Colorado State Board of Health's *Guidelines for Individual Sewage Disposal Systems* (Effective November 30, 2004))
- Submit "engineer stamped" *Septic System Permit* with "engineer stamped" "as-built" drawing, showing all dimensions, and a site plan showing dimension.
- Submit reports of inspections described above-*as needed* .

### ----- For Office Use Only -----

PERMIT INTAKE REVIEW COMPLETED BY: \_\_\_\_\_ Parcel # Verified

### BUILDING OFFICIAL REVIEW

- All plans, as built, and diagrams on file with building office
- Septic System Permit and "as-built" from engineer stamped and complete

Notes:

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

System Installation Complete: \_\_\_\_\_ Date: \_\_\_\_\_

Building Official



## Individual Sewage Disposal Systems

### **Policy for Installation, Repair or Replacement**

Current policy, as regulated by the Colorado Department of Public Health and Environment requires that all septic systems planned for use in Ouray County have percolation tests performed by a professional engineer. The septic system must then be designed by an engineer, based on the results of that test design and use of the structure, as presented to the County Building Official. A copy of the system design must be on file with the Building Official before construction may begin (submitted with septic permit application). A construction progress site visit is required by the engineer after construction but before the system is put into use. A Certificate of Occupancy will not be issued until the completed septic permit has been returned to and approved by the Building Official.

### **Procedure:**

1. System design and percolation test completed by a licensed engineer.
2. Complete and return a County Septic Permit Application, along with \$98 permit fee, and the “engineer stamped” design plans.
3. Septic System Permit will be forwarded to the engineer of record to be completed.
4. Engineer of record will conduct a construction progress inspection after construction begins but before the system is put into use.
5. Engineer will return completed permit paperwork, as built and site plan to the Building Official for review and approval. This permit paperwork now requires an engineer’s stamp on the Septic System Permit and attached “as-built” drawings.
6. The original permit will be sent to the owner and a copy will be kept on file.

For more details, please see the *Colorado Department of Public Health and Environment, Department of Public Health and Environment Water Quality Control Division, 5 CCR 1003-6, State Board of Health Guidelines on Individual Sewage Disposal Systems, Section IV.K. Amended September 15, 2004, effective November 30, 2004*

<http://www.cdph.state.co.us/regulations/wqccregs/100306individualsewagedisposalsystems.pdf>