

Environmental Health Department Application for Improvement Permit and/or Authorization to Construct

If the information in this application is falsified, changed, or the site is altered, then the permit shall become invalid. This permit will be valid for 60 months.

☐ NEW SEPTIC SYSTEM INSPECTION

- **All property irons must be made visible.** Place **pink flags** on each corner of lot & approximately every 50 feet between corners.
- Place **orange flags** at the corners of each proposed structure per site plan submitted to Central Permitting.
- Post **orange** Environmental Health sign in location that is visible from road to assist in locating property.
- If property is thickly wooded, you will be required to clean out the **undergrowth** to allow the soil evaluation to be performed. Inspectors should be able to walk freely around site. **DO NOT GRADE PROPERTY.**

☐ EXISTING TANK INSPECTION

- Follow above instructions for placing flags and sign on property.
- Prepare for inspection by removing soil over **outlet end** of tank, lift lid straight up (*if possible*), and then **put lid back in place.**
Does not apply to septic tank in a mobile home park
- **DO NOT LEAVE LIDS OFF OF SEPTIC TANK**

SEPTIC CHECK LIST

If applying for Authorization to Construct, please indicate desired system type(s): Can be ranked in order of preference, must choose one.

- ☐ Accepted ☐ Innovative ☐ Conventional ☐ Any ☐ Alternative
☐ Other _____

The applicant shall notify the local health department upon submittal of this application if any of the following apply to the property in question. If the answer is "yes," applicant **MUST ATTACH SUPPORTING DOCUMENTATION:**

- YES ☐ NO ☐ Does the site contain any jurisdictional wetlands?
- YES ☐ NO ☐ Do you plan to have an irrigation system now or in the future?
- YES ☐ NO ☐ Does or will the building contain any drains? Please explain: _____
- YES ☐ NO ☐ Are there any existing wells, springs, waterlines, or wastewater systems on this property?
- YES ☐ NO ☐ Is any wastewater going to be generated on the site other than domestic sewage?
- YES ☐ NO ☐ Is the site subject to approval by any other Public Agency?
- YES ☐ NO ☐ Are there any easements or rights-of-way on this property?
- YES ☐ NO ☐ Does the site contain any existing water, cable, phone, or underground electric lines?
- If yes, please call No Cuts at 800-632-4949 to locate the lines. This is a free service.

I have read this application and certify that the information provided herein is true, complete, and correct. Authorized County and State Officials are granted right of entry to conduct necessary inspections to determine compliance with applicable laws and rules. I understand that I am solely responsible for the proper identification and labeling of all property lines and corners and making the site accessible so that a complete site evaluation can be performed. I understand that a \$25.00 return trip fee may be incurred for failure to uncover outlet lid, mark house corners and property lines, etc. once lot is confirmed to be ready.

Signature of Owner or Owner's Agent

Date

10-14-25