

San Juan Basin Health Department's

Procedure to obtain an On-Site Wastewater System Permit

APPLICATION

To obtain an on-site wastewater system ("OSWS") permit, one must file an Application at San Juan Basin Health Department ("SJBHD"), 281 Sawyer Drive, Durango, CO 81303. The basic OSWS Permit Application fee is **\$1023** (other fees apply for OSWS Alterations, and Repairs). An OSWS design by an independent Colorado registered Professional Engineer is recommended.

A site evaluation/percolation test may be conducted by SJBHD for an additional fee of **\$480** if a standard gravity soil absorption system is anticipated. Please fill out the Application clearly and accurately since this will be a legal document and part of a permanent record. The Assessor's Parcel number (12 digit number found on Property Tax Notice or Notice of Value) and the site address (to be provided by the County Building Department) are required to complete the Application. Owners or agents with Power of Attorney are required to sign the application.

Every OSWS Permit Application must be accompanied by a Lot Layout that includes:

1. Property boundaries, adjacent street(s), driveways, and parking area(s).
2. Existing and proposed buildings, easements, & buried utilities.
3. Existing and proposed water wells.
4. Existing and proposed septic tank and drain-field locations (including existing lagoons).
5. Any springs, surface water, ditches, and steep slopes.

Note: A boundary outline (from the GIS), a Certificate of Survey copy, Assessors Plat, or hand-drawn map with surface features and approximate distances are usually acceptable.

Septic system design by Professional Engineer may be required when adverse site conditions such as fast or slow percolation rate, high seasonal ground water, shallow bedrock, steep slopes are encountered, or when small lots and/or setback requirements interfere.

As of January 27, 2003, OSWS Permits for lagoons will not be issued.

SITE EVALUATION

To determine the suitability of a proposed home site for an OSWS, a site evaluation by SJBHD can be requested. Arrangements for an Environmental Health Specialist ("EHS") to perform the site evaluation should be made at least 10 business days in advance. Please call our Environmental Health Office Manager at (970) 335-2052 to begin scheduling for a site evaluation. An EHS will conduct the site evaluation unless the applicant chooses to have a Professional Engineer do the site evaluation for design purposes. During the site evaluation, a soil profile is recorded from an eight foot test pit to locate any subsurface conditions that would affect the design of an OSWS. A percolation test is conducted to indicate the rate that water moves through the soil, thus determining the sizing criteria for the absorption field. The surface features of the site are evaluated to determine if they would have any influence on the location of the proposed system. If directions are not available or if the site is difficult to find, the site address should be clearly posted at the entrance to the property.

PREPARATION FOR SITE EVALUATION

It is the responsibility of the applicant to prepare the site for evaluation.

The necessary steps are as follows:

Percolation test holes: Dig four (4) holes, 4 to 12 inches in diameter to a depth of 30 inches approximately 50 feet apart in a square pattern in the anticipated absorption field location. Using a mechanical auger to prepare test holes may smear or compact the soil. Scarify the bottom and sides of the lower half of each hole with a sharp pointed tool to roughen the smeared or compacted soil. Remove the loose dirt from the bottom of each hole.

Completely fill the holes with water to pre-soak the soil the evening prior to the scheduled test date. Cover the perc holes with boards to prevent the water from freezing or causing injury to people, livestock and wildlife. Five (5) gallons of water per hole must be available at the site for SJBHD to conduct the percolation test.

Soil profile pit: Excavate a pit 8 feet deep or to bedrock/groundwater, whichever is less. The pit must be adjacent to the anticipated absorption field location (not in the field area). A list of licensed contractors that are available for excavation services is available at the SJBHD office and on our website (www.sjbhd.org).

Permit, system installation and final inspection of system

Upon receipt of completed Application, all fees, and pending SJBHD's approval of an OSWS design by a Professional Engineer, an OSWS Permit with SJBHD's "Authorization to Construct" will be issued specifying the type, size, location and any additional instructions for the OSWS to be installed.

SJBHD OSWS Regulations require that the OSWS Installer possess a current SJBHD Installer's License and a copy of the OSWS Permit prior to ground breaking (see our website www.sjbhd.org). The Licensed System Installer needs to coordinate with their Professional Engineer and/or SJBHD (as appropriate) throughout the entire installation process. Property owners who wish to install their own OSWS are also required to possess a current SJBHD Installer's License. Please contact the SJBHD Environmental Health Office Manager for OSWS Installer Class scheduling.

When construction of the OSWS is complete, but not yet backfilled, the Licensed System Installer or property owner must contact their Professional Engineer and SJBHD to request a final inspection. *This request must be made at least 2 full working days in advance of the actual inspection date.*

The minimum horizontal distances, in feet, between system components and pertinent ground features is included below to help determine a suitable location for the proposed OSWS.

SET BACK REQUIREMENTS	Septic Tank	Lined ET Bed	Lagoon NA after 1-27-2003	Absorption Field
Wells, Springs	50	60	100	100
Potable Water Supply Lines	10	10	25	25
Potable Water Cistern	25	25	25	25
Dwelling or Occupied Building	5	15	100	20
Property Lines	10	10	80	10
Lake, Stream	50	50	50	100
Dry Gulches	10	10	15	25
Lateral Irrigation Ditch	10	25	25	25
Steep Slopes	25	25	25	25

Note: To promote the longevity of your septic system avoid using additives and always try to use biodegradable, earth friendly detergents and cleaning products.

SJBHD Environmental Health Office Manager:

Wanda Humphrey 335-2052

SJBHD Environmental Health Specialists:

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