



ONSITE WASTEWATER SYSTEM (OWS) PERMIT APPLICATION PROCEDURES

The Onsite Wastewater System permit process provides for the protection of public health and our water resources, by ensuring that household wastewater is treated effectively. By entering into this contract with Public Health you are helping us to sustain our water resources for future generations.

Application for and issuance of an OWS permit does not indicate or assure that the subject property is capable of development under the Boulder County Land Use Code. Please be advised that application for an OWS permit is independent of other reviews and approvals that may be required by the Boulder County Land Use Code or the Boulder County Road Standards and Specifications. Because a variety of factors may influence placement of an OWS on a lot, it is **strongly recommended** that you contact the Boulder County Land Use Department at (303) 441-3930 regarding the requirements prior to applying for an OWS permit.

In addition, Environmental Health staff has a cross-referral process with Land Use for verifying the compliance of current uses and status of existing development. In the event that this referral discloses that there has been unpermitted construction, non-conforming uses, or other Land Use issues, your OWS permit process may be delayed.

1. Obtain a permit application, list of engineers, and list of licensed installers from the Environmental Health Division of Boulder County Public Health (BCPH) or online at www.septicmart.org. The Environmental Health office is located at 3450 Broadway, Boulder, CO 80304, (303) 441-1190. Contact the registered professional engineer or professional geologist of your choice, from the list, to schedule percolation (perc)/soil analysis tests and a contractor to dig an eight-foot- deep profile hole. Locate and clearly identify property and water lines. Mark or flag soil test holes.
2. Return to the Environmental Health office with the following items:
 - A. Application filled out completely, **complete and accurate directions to the site, and a plot plan of the property to include location of the house, well and OWS components (“see attached” will not be accepted). The application will not be accepted until this information is provided.**
 - B. Results of percolation tests/soil analysis and design (if applicable) with **original stamp and signature.**
 - C. Permit fee, as determined by the attached table, payable by cash, check, or money order.**Applications are not accepted by mail. All requirements for the OWS permit application procedure must be submitted within 4 months of the application, or the permit will be denied and the fee will not be refunded.**
3. Following submittal of application, perc test/soil analysis information, fees, and verification of existence of the eight-foot- deep profile hole, staff will schedule a site inspection. The site must be accessible for inspection and directions must be clear and accurate. The access roads must be free of snow and accessible with a 4-wheel drive vehicle or if not, it must be noted in the directions. If the property becomes inaccessible due to a snowstorm, please call BCPH as soon as possible to reschedule. If directions are incomplete and the property or soil test holes cannot be found, a re-inspection fee will be charged for additional evaluation. Keep dogs away from the areas to be evaluated. If BCPH is unable to gain access to the property or area of the OWS because of dogs, locked gates, or electrical fences, a re-inspection fee will be charged for an additional evaluation.
4. Following the site inspection, the permit will be issued **if** all OWS Regulations are met. The process for issuing an OWS permit takes approximately 10-14 days from the time we receive the application, perc test information, design (if applicable), and fee. **However, during the busy building season or inclement weather conditions, longer periods may be encountered.**
5. If a conventional system on your property cannot conform to the Boulder County OWS regulations, it will be necessary to have an engineer design a system that will meet the regulations. **NOT ALL SITES ARE ACCEPTABLE FOR OWS INSTALLATIONS AND AN ENGINEER DESIGN DOES NOT INSURE**

APPROVAL. Certain types of systems require approval by the Boulder County Board of Health. All engineer designs must have an **original stamp, signature, and legal description** on all copies presented to the EH office.

Some permits may require the filing of notarized legal documents, such as an Easement Maintenance Agreement. You will be notified if any of these documents are required. These documents must be submitted prior to the permit being issued. To better serve our applicants, BCPH has a notary public on staff. Please call to arrange an appointment if you need to utilize this service.

6. You will be notified by postcard when the permit is ready to be issued. You must pick up the permit in person; it cannot be mailed. **NOTE:** If an agent (anyone other than the property owner) is submitting an application or picking up the permit, they must have a written authorization from the property owner permitting them to do so.
7. Requests for open hole inspections, if required, and final inspections are to be called into the EH staff by the installer. Inspections will be scheduled on the next available day in the district. Notification will be left on the premises indicating approval or denial.

Permits are valid for five years from the permit date. Permits will be reviewed yearly to assure that the system design is still valid and that there have been no regulation changes that would affect your new system. You must have completed installation and final inspection in the five year period or apply for a new permit through Boulder County Public Health.

PERCOLATION TEST

Perc tests must be done by or under the supervision of a registered professional engineer (RPE) or by a professional geologist. These tests must be done and data submitted with the application to this department prior to our making a site inspection. The site inspection will be scheduled when the application, required information, and the application fee are submitted. Soil test holes must be marked or flagged so they can be easily located during the site inspection.

PROFILE HOLE

In addition to the percolation test by an RPE, it is necessary to have an eight-foot- deep hole dug by a backhoe to evaluate the soil profile and establish the water table and bedrock level. The profile hole should be located inside the triangle of the perc holes. **The profile hole must be dug at least 24 hours prior to the site inspection by EH.** (It may be covered with boards to prevent injury to children or animals.) Profile holes must be marked or flagged so they can be easily located during the site inspection and free of snow or fill material to the depth of the hole.

Boreholes are not acceptable.

Do not fill in perc test or profile holes before EH has conducted its inspection!

PROPERTY AND WATER LINES

Property owners/applicants using public water supplies must identify the location of the waterline from the house to the street and any other waterlines within 25 feet of the proposed absorption field. Property owners using private water supplies, such as a well, must identify the waterline from the house. All property owners must identify property boundaries. Stakes, flags or spray paint are acceptable methods of identification.

APPLICATION FOR PERMIT TO
INSTALL, CONSTRUCT, ALTER OR REPAIR AN ONSITE WASTEWATER SYSTEM (OWS)

Application Date: _____ **Parcel #:** _____
Permit Type: New _____ Major Repair _____ Minor Repair _____ Profile Hole Dug _____
Site Address: _____ City: _____ Zip Code: _____
Legal Description: Lot _____ Block _____ Subdivision: _____ Section: _____ Township: _____ Range _____

OWNER INFORMATION:

Owner(s): Last: _____ First: _____ Middle: _____ Phone: (Home) _____
Last: _____ First: _____ Middle: _____ (Work) _____
Mailing Address: _____ (Fax) _____
City/State/ZIP: _____

Reason for application: _____

Agent Information if appropriate (MUST PROVIDE SIGNATURE AUTHORIZATION FROM OWNER):

Agent Name: _____ Phone: (Home) _____
Mailing Address: _____ (Work) _____
City/State/ZIP: _____ (Fax) _____

Engineer: _____ **Installer:** _____

PROPERTY INFORMATION:

Existing Buildings: residential _____ commercial _____ industrial _____ institutional _____ other _____ none _____
Proposed Buildings: residential _____ commercial _____ industrial _____ institutional _____ other (specify): _____
Distance to Public Sewer: less than 400 feet _____ greater than 400 feet/less than 1 mile _____ greater than 1 mile _____
Number of Bedrooms: _____ Number of Bathrooms: _____ Area of Lot (Acres): _____

Water Supply: Well: installed _____ proposed _____ **Type of system requested:** septic tank _____ aerobic tank _____ vault _____
Cistern: installed _____ proposed _____ absorption bed/trench: _____ evapotranspiration bed _____
Water District: _____ other (specify): _____

PLEASE PROVIDE detailed directions to the property. **PLEASE SKETCH** a plot plan below indicating the (proposed) location of buildings, wells, or other type of water supply, waterlines, proposed septic area, and any physical features such as streams, lakes, ditches, gulches or rock formations on the property.

DIRECTIONS TO PROPERTY

PLOT PLAN OF PROPERTY

N W E S	N W E S
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Owner Signature (Authorized Agent)
