



**DELTA COUNTY, COLORADO
HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION**

255 WEST 6TH STREET, DELTA, CO 81416
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**INSTRUCTIONS FOR PERMITTING AND INSTALLING ONSITE
WASTEWATER TREATMENT SYSTEMS (OWTS) IN DELTA COUNTY**
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Prior to construction, any person who intends to install, alter, or repair an onsite wastewater treatment system (aka. septic system or individual sewage disposal system) in Delta County shall obtain a permit from the Delta County Health Department -Environmental Health Division (DCHD-EH Division) and shall furnish all necessary information pertaining to the construction and installation of the onsite wastewater treatment system (OWTS).

1. Complete the Permit Application and return it along with the permit fees:

- A. NEW OWTS SYSTEMS IN UNINCORPORATED DELTA COUNTY – Obtain an OWTS Permit Application from the Delta County Health Department, 255 W. 6th Street, Delta, CO, Phone: 970-874-2165, or online: www.deltacounty.com
Also obtain a Development Application Form application from the Delta County Planning Department, Delta County Courthouse, Room 115, Phone: 970-874-2110 or online: www.deltacounty.com
- B. NEW SYSTEMS IN ORCHARD CITY OR THE CITY OF DELTA – Obtain an OWTS Permit Application from the Delta County Health Department, 255 W. 6th Street, Delta, CO, Phone: 970-874-2165, or online: www.deltacounty.com
- C. REPLACEMENT, REPAIR, ALTERATION OWTS ANY WHERE IN DELTA COUNTY- Obtain an OWTS Permit Application from the Delta County Health Department, 255 W. 6th Street, Delta, CO, Phone: 970-874-2165, or online: www.deltacounty.com
- D. COMPLETE AND RETURN THE APPLICATION- The Application must be filled out to the best of your ability and returned along with the plot plan and the appropriate permit fee.
- NEW OWTS SITES IN UNINCORPORATED DELTA COUNTY- Applications for permits in unincorporated Delta County must be returned to the Delta County Health Department. If your lot was created by Subdivision or Subdivision exemption, provide a copy of the final plat. A copy of the plat may be obtained at the Delta County Clerk & Recorder's Office. You must also provide an official address for your building site. Prior to issuing a permit or making an appointment for a site inspection, *the applications and permit fees must be returned* to the Delta County Health Department by mail or in person. (This application expires in one (1) year, subject to renewal)
 - NEW OWTS IN DELTA AND ORCHARD CITY - Applications for these permits for construction or must be returned to the Delta County Health Department.
 - REPAIR, REPLACEMENT, ALTERATION, ENLARGEMENT OWTS - Applications for these permits for construction or must be returned to the Delta County Health Department.

2. Registered Professional Engineer Design:

- A. NEW OWTS INSALLATION – All new OWTS installed in Delta County are required by regulation to be designed by a registered professional engineer (RPE). Contact the engineering firm of your choice to 1) conduct a soils evaluation, 2) produce a site plan and then 3) create an installation design plan. Engineering firms are listed in the phone book yellow pages under Consulting Engineers or Civil

Engineers. A list of local engineering firms is also available from the Health Department.

- B. REPLACEMENT, REPAIR, ALTERATION OWTS - The Delta County Environmental Health Division (DCHD-EH Division) will conduct site inspections and soil evaluations for existing systems requiring repairs or replacement. An RPE design will not be required for most of these situations in Delta County.

3. Site Evaluation and Plan Review:

- A. NEW OWTS INSTALLATIONS - The RPE plans must be submitted to the Health Department for review prior to installation. The Health Department will conduct an inspection of the site to verify the soils analysis and site suitability. Upon favorable review of the RPE's documents and EH Division site inspection, a permit will be issued by the Health Department for the system installation.
- B. REPLACEMENT, REPAIR, ALTERATION - A consultation conference must be conducted with a Health Department, Environmental Health Division, Environmental Health Specialist to discuss the OWTS permit application and the requirements for a soil analysis and a site inspection. A percolation test or test pit may be required to be prepared depending on the site conditions and previous permit information. Instructions for preparing the test pits for the soil evaluation can be obtained from the DCHD-EH Division. A site inspection and soil evaluation will be performed by the Environmental Health Specialist.

- 4. Permit Issued:** Upon favorable review of the RPE's documents and DCHD-EH Division site inspection, a permit will be issued by the Health Department for the system installation. **Only after a permit is issued may construction begin.**

A home owner or the property owner may install an OWTS without obtaining a license. System Contractors are required to be licensed in Delta County. A list of licensed systems contractors can be obtained from DCHD-EH.

For engineered OWTS, the system must be installed according to the permit conditions and the RPE design. Any changes in the RPE design or specified materials must be approved by the engineer.

- 5. Final Inspection:** The DCHD-EH Division must be notified at least 24 hours prior to the backfilling of the system so that a final inspection of the system can be conducted. The entire system, including the building sewer, septic tank, effluent line from the tank and the soil treatment system must be completed and left uncovered for inspection, except that the pipes may be "bedded-in". If the system is not installed according to the regulations, final approval shall be withheld until the corrections are made.

The design engineering firm must also make a final inspection of the OWTS and complete an "as-built drawing". The drawing is required to be submitted as documentation of the final system installation to the Health Department along with a cover letter stating that the system was installed according to the design plans.

- 6. Operations:** Only after final approval of the installation by DCHD-EH Division may occupancy be permitted. The owner is responsible to see that the system is maintained and operated in good working order and in compliance with the requirements of the permit. The DCHD-EH Division may require proof of cleaning and maintenance of the system at any time.