

Delta County Health Department On-site Wastewater Treatment System (OWTS) Permit Instructions

- 1. APPLICATION: Complete an OWTS Application obtained from the Health Department and return it along with the permit fees. (*Needed: Permit fee, Plot Plan, Plat or Deed*)
- 2. SITE APPROVAL: Hire a Registered Professional Engineer (RPE) to evaluate the soil and the site.
- 3. DESIGN: Have the Engineer design the OWTS and submit the design drawing to the Health Department for a permit to construct the OWTS. (*Documents required : Site Plan, Soils Analysis, System Design Drawings, Installation Instructions*)
- 4. PERMIT: The Health Department will review the plans and issue an OWTS Permit to construct the system. **ONLY AFTER A PERMIT IS ISSUED MAY CONSTRUCTION OF THE SYSTEM BEGIN.**
- 5. CONSTRUCTION: Contact the Health Department and the RPE to inspect the installation before backfill.
- 6. CERTIFICATION: Have the RPE submit an as-built drawing to the Health Department and a letter certifying the installation. (*Documents required: As-built drawing, Letter from the engineer*)
- 7. FINAL APPROVAL: The Health Department will issue final approval for use and building occupancy when: the system meets the requirements of the regulations; documentation from the engineer is received; and the access and address has been approved.

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