New Septic System Check Off List

All applications submitted to the Environmental Health for a new installation, alteration, or replacement septic system must include the following to be deemed complete for processing:

- Permit Application for Septic System (Completed)
- Soil Percolation Report
- Site Plan (3 copies with all setbacks noted). Engineered Design is Required for Non-Residential Systems
- Floor Plan for Residential Systems (Approved and stamped by the Building Dept.)
- Specification Sheets (Septic Tank, Effluent Filter, Distribution Box, Chamber)
- Trench Field Profile
- Permit Fee ($856.00 for new, alteration, or replacement septic system permit - $1,542.00 for engineered septic system which includes plan review and permit fee).

Information for Obtaining a Septic System Permit

The following are instructions for submitting septic system permit applications for a new installation, replacement, and expansion of a septic disposal field. Applicants must submit the following documents to be deemed complete for processing:

1.0 **Permit Application/Fees for Septic System** – Completed and signed applications must be submitted to the Environmental Health Division. When completing the application, it is recommended to contact the Environmental Health Division to check on the minimum required disposal field size. A permit fee in the amount specified in Chapter 8.02 of Imperial County Ordinance must accompany the septic system permit application. Currently, the permit fee for a new, alteration, or replacement septic system is $856.00. If an engineered septic system is required, the permit fee is $1,542.00, includes both the plan review and permit fee for the OWTS installation.

2.0 **Engineered Design** – An application for a septic system must be accompanied by a design from a California licensed professional engineer for all non-residential projects and wastewater holding tank systems. Additionally, residential projects on properties where five (5) feet to groundwater below the proposed septic system cannot be maintained, or for sites that have clayey soils (>60 mpi) or rapidly percolation sands (<5mpi), an engineer must provide the OWTS designs in support of the permit application.

3.0 **Soil Percolation Report** – In Imperial County, soil percolation testing by a qualified professional must be conducted in the specific location where the proposed disposal field will be placed. A qualified professional may be a licensed professional engineer or geologist in the State of California, or a registered environmental health specialist. Percolation reports from other lots or location will not be accepted.

If soil percolation results indicated the presence of soils with a percolation rate slower than sixty (60) minutes per inch or exceeding five (5) minutes per inch, a soil profile excavation and hydrometer testing will be required consistent with the extended site evaluation process in Imperial County's OWTS ordinance.

4.0 **Site Plan** – Three (3) copies of a to-scale site plan must be provided with sufficient detail that is able to demonstrate all required setbacks will maintained. Information on the required setbacks may be found on the *Site Plan Information Sheet.* It is recommended to contact the Environmental Health Division to verify the minimum required disposal field size before finalizing your site plan. All components of the proposed septic system must be accurately portrayed on the site plan.

5.0 **Floor Plan** – A floor plan of the proposed structure(s) that will be served by the septic system must be provided to clearly demonstrate the total number of bedrooms (for residential projects) or plumbing fixtures (commercial projects).

6.0 **Product Specifications** – In order to assure department-approved products are being installed, informational sheets of product specifications of proposed septic tank, septic tank filter, distribution box, and graveless chambers must be submitted with the permit application.

7.0 **Application Review Process** – Applications are process on the first come, first serve basis. Typically, the application package will be reviewed within a two -week time frame period from the submittal date. If during the review, the Division has comments and/or concerns; the Division will contact the applicant and provide written feedback by email. Once the septic system project is approved and permit is issued, the Division will notify of approval to the Imperial County Planning and Development Services for projects consisting of new building structures.

The following documents pertain to the applications for the permitting and installation of on-site wastewater treatment systems. (i.e. OWTS or septic systems) in Imperial County. These documents are available for download at the Division of Environmental Health website at:

http://www.icphd.com/environmental-health/

Permit Application for Septic System

Building Permit Plan Review Application

Site Plan Information Sheet

Soil Evaluation, Testing & Reporting Policy

Chambered Leah Fields Policy

Existing System Evaluation and Certification Policy

Imperial County Onsite Wastewater Treatment System Ordinance

Imperial County Environmental Health Permit Fees

Imperial County Public Health Department,

Environmental Health Division

1221 W. State St., Suite B, El Centro, CA, 92243

Phone: (442) 265-1888 Fax: (442) 265-1903

www.icphd.org

Permit Application For Septic System

Property Ownership & Location

Property Owner Name: _____ Phone #: _____

Mailing Address: _____ _____ _____ _____

Street Address / PO Box | City | State | Zip Code

Address of Installation: _____ _____

Street Address | Closest City or Town

Assessor's Parcel Number (APN): _____ Property Size: _____ Acres

Community Services

Is this project served with drinking water from a city or community system? Yes ☐ No ☐

Is a community sewer collection main available within 200 feet of the property? Yes ☐ No ☐

Note: Properties having community sewer services available are not eligible for septic system permits.

Residential Use

Single Family Dwelling (SFD): # of Bedrooms in SFD: _____

Multiple Family Dwelling (MFD): # of Family Units: _____ # of Bedrooms Per Unit: _____

Other: _____

Non-Residential Use

Type of Non-residential Use (such as office, mobile home park, RV Park, church, restaurant, factory, etc. Include factors, such as # of employees, # of plumbing fixture units, seating capacity of buildings used for public gatherings or any other factors that influence the daily flow rate into the system:

_____

_____

Please attach plans, specifications, and calculations indicating the maximum daily discharge rate of wastewater.
Note: Engineered plans are required for non-residential projects.

Proposed Septic System Installation or Repair

☐ New System Installation ☐ Existing System Repair or Augmentation

•Septic Tank Capacity (If Proposed): _____ gallons Ground Water Depth: _____ feet

•Disposal Trenches: Width: _____ feet Gravel Depth Below the Pipe: _____ inches

# of Trenches: _____ Length of Each Line: _____ feet Total Length: _____ feet

•Disposal Bed: Width: _____ Length: _____ feet # of Title Lines: _____

•Chambers: Length of Each Chamber: _____ feet Width of Chamber: _____ inches

Chambers in Each Trench: _____ # of Trenches: _____ Total # Chambers _____

Brand Name of Chamber: _____ Model: _____

Other work or features? No ☐ Yes ☐ Describe: _____

_____

_____

Note: A site plan and soil percolation report is required to be submitted.

Office Use Only:	Pay Amt.: _____ Pay Date: _____ Pay Type: _____
	Rcd. By: _____ S.S. No. _____ B.P. No.: _____

Septic Tank Abandonment or Removal

Please select from the following options:

☐ Tank abandonment in place. Tank's entire top will be removed; tank will be pumped by licensed hauler and receipt retained for verification by inspector; tank will be backfilled up to the level of the outlet pipe with sand or friable earth; after inspection by the department the tank will be backfilled with earth up to native grade.

☐ Tank removal from the ground. Tank will be pumped by licensed hauler and receipt retained for verification by inspector; tank will be removed from ground; excavation remain open for verification by inspector and the tank will remain on the property until after the inspection.

☐ Other method: _____

_____

_____

Note: A site plan must be provided.

NOTICE

- The permit, once issued, does not constitute a system design. It is based solely on the information provided by the applicant and there is no guarantee implied that the system will operate or continue to operate.
- Any changes in the information supplied in this application or in the intended work must be submitted for review and approval prior to commencement of the work.

CERTIFICATION

CONTRACTOR

☐ I certify that this application is accurate, that I have read the above notice statements and I am a contractor licensed in the State of California for the type of work intended.

CONTRACTOR NAME_____LICENSE NUMBER_____LICENSE CLASS_____

OR

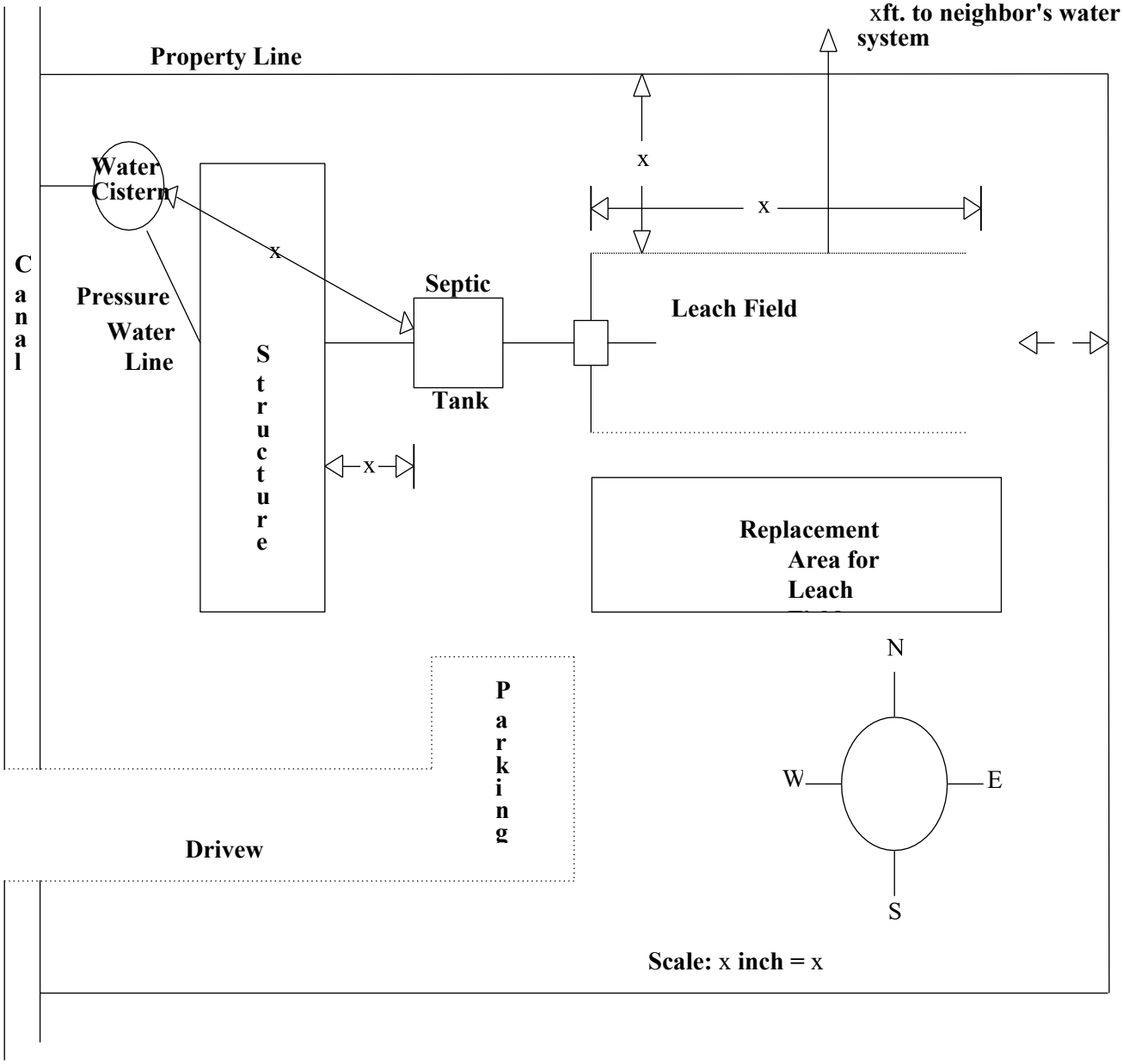
OWNER or AUTHORIZED AGENT

☐ I certify that this application is accurate and that I have read the above notice statements.

I hereby certify that I have read and examined this form and application and all information is true and correct. All laws, ordinances and codes will be complied with whether specified herein or not.

SIGNATURE _____ DATE _____

Example Site Plan



Separations (Setbacks)

Every new onsite wastewater treatment system shall meet the minimum horizontal separations shown in the table below:

Minimum Horizontal Separations (Setbacks)				
Items Requiring Setback	**Disposal Field** and replacement area	**Septic Tank** and holding or pump tank, and distribution boxes	**Seepage Pit** and undocumented OWTS	**Building Sewer** and non-perforated transport line
Water Supplies				
Private water supply well	100 ft.	50 ft.	150 ft.	50 ft.
Public water supply well	150 ft.	150 ft.	200 ft.	150 ft.
Private water cisterns	50 ft.	50 ft.	50 ft.	50 ft.
Water supply canals	50 ft.	50 ft.	50 ft.	50 ft.
Public water system supply canals (i.e. All-American, Westside Main, Central Main, East Highline)	100 ft.	100 ft.	150 ft.	100 ft.
Properly destroyed well[1]	10 ft.	10 ft.	N/A	N/A
Pressurized public water main	10 ft.	10 ft.	10 ft.	10 ft.
Gravity water supply line	50 ft.	50 ft.	50 ft.	50 ft.
Onsite domestic water service line	5 ft.	5 ft.	5 ft.	1 ft.[2]
Surface Water				
Irrigation canals Lined Supply Laterals Unlined Delivery Channel	 25 ft. 50 ft.	 25 ft. 50 ft.	 25 ft. 50 ft.	 10 ft. 50 ft.
Surface water[3]	100 ft.	50 ft.	100 ft.	50 ft.
Colorado River	200 ft.	200 ft.	200 ft.	100 ft.
Structures				
Building or structures[4]	8 ft.	5 ft.	8 ft.	2 ft.
Property line or easement[5]	5 ft.	5 ft.	10 ft.	Clear
Swimming Pool	8 ft.	8 ft.	8 ft.	5 ft.
Drainage ditches and detention basins	50 ft.	50 ft.	50 ft.	10 ft.
Agricultural Tile Lines[6]	10 ft.	10 ft.	10 ft.	N/A
Trees	10 ft.	10 ft.	10 ft.	N/A
Disposal field	--	5 ft.	10 ft.	5 ft.

Minimum Horizontal Separations (Setbacks)				
Distribution box	5 ft.	5 ft.	5 ft.	--
Down-gradient cuts or banks with at least 5 ft. of undisturbed soil above a restrictive layer due to a structural or textural change[7]	4x height 50 ft. max	10 ft.	4x height 50 ft. max	N/A

Notes:

[1] Prior to any disposal field being placed within one hundred (100) feet of a well the owner of record shall obtain a well destruction permit from the County and have the well destroyed by a licensed well driller.

[2] See Section 720.0 of the California Plumbing Code.

[3] Measured from the ordinary high-water mark. If surface water is used as a public drinking water supply, the designer shall locate the OWTS outside of the required sanitary control area.

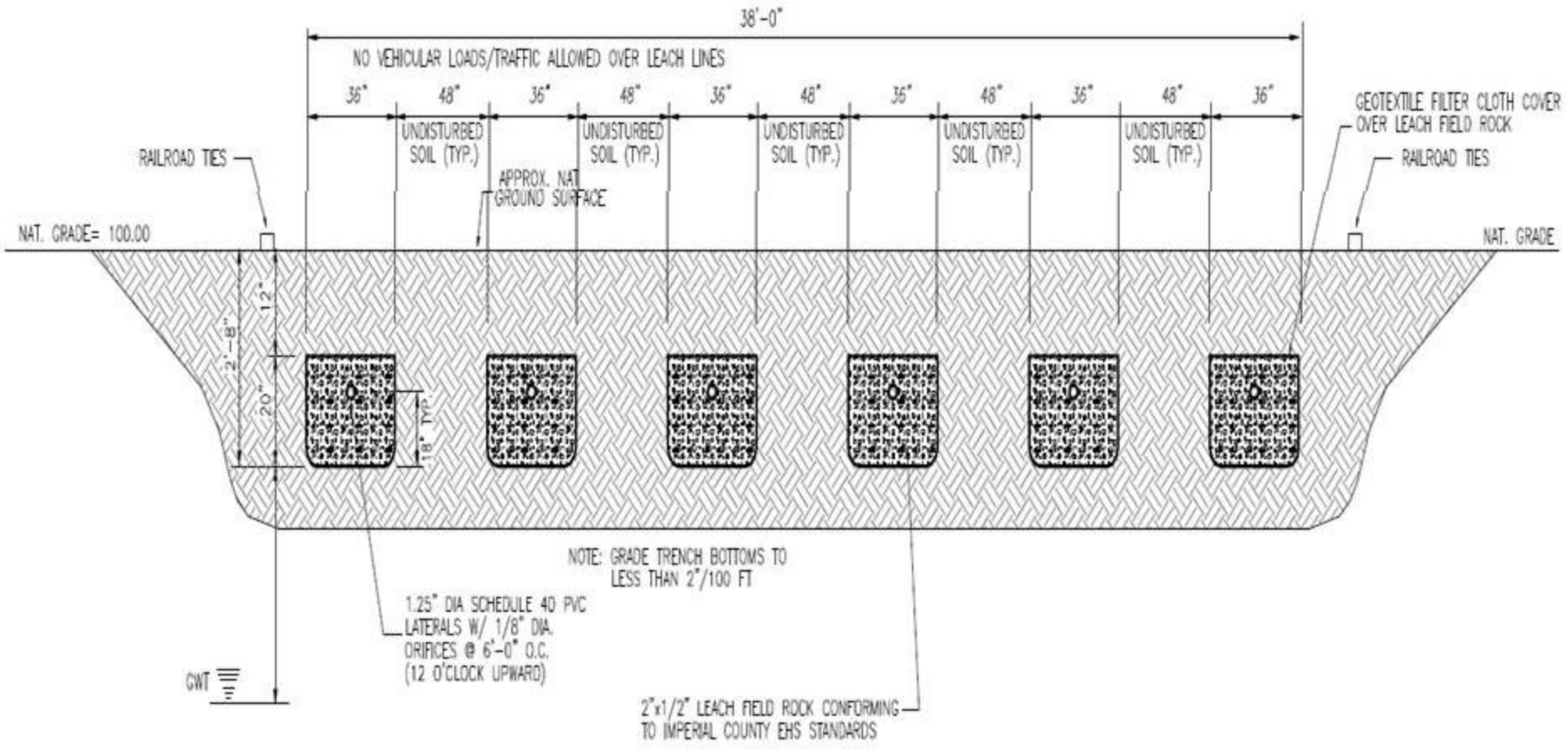
[4] Including porches and steps, whether covered or uncovered, breezeways, roofed porte cocheres, roofed patios, carports, covered walks, covered driveways, hay storage sheds, and similar structures or appurtenances. The minimum setback from building structures to a drip field may be reduced to two (2) feet.

[5] See also Section 307.0 of the California Plumbing Code. The Health Officer may require a fifty (50) foot setback to property lines from the OWTS when individual wells are to be installed and the minimum distance between the drain field and wells cannot be assured.

[6] Tile lines within ten (10) feet of the disposal field shall be cut and capped.

[7] The item is down gradient when liquid will flow toward it upon encountering a water table or a restrictive layer. The item is upgradient when liquid will flow away from it upon encountering a water table or restrictive layer. The Health Officer may increase the setback to down-gradient cuts or banks with less than five (5) feet of undisturbed soil above a restrictive layer due to a structural or textural change.

Trench Field Profile (Sample)



LICENSED SEPTIC CONTRACTORS AND ENGINEERS

DISCLAIMER

The Imperial County Environmental Health Division provides a list of companies as an informational service. Environmental Health and Imperial County accept no responsibility for the performance of the consultants or companies listed and make no representation, either expressed or implied, regarding their competence or expertise.

Septic System Design Engineers

- Landmark Consultants, Inc. 760-370-3000
- Nicklaus Engineering, Inc. 928-344-8374
- Pro Terra Engineering 760-235-5185
- Yanez Engineering & Construction Mgmt. 760-556-6688

Licensed Septic System Contractors

- Dean's Backhoe & Excavation 760-427-2746
- Hoyt Engineering Inc 760-337-5844
- Cholla Construction 760-791-6582
- J&A Plumbing 760-679-7379

Soil Percolation Testing Engineers

- Landmark Consultants, Inc. 760-370-3000
- Pro Terra Engineering & Survey 760-235-5185
- Yanez Engineering & Construction Mgmt. 760-556-6688

Septic System Certification Contractors

- Dean's Backhoe & Excavation 760-427-2746
- Hoyt Engineering Inc 760-337-5844
- Yanez Engineering & Construction Mgmt. 760-556-6688
- Hega Construction 760-427-8894