

SEPTIC PERMIT INFORMATION SHEET

FEES:	\$ 700.00	Individual System Permit (New)
	\$ 500.00	Individual System Permit (Expansion, Remodel)
	\$ 500.00	Individual System Permit (Repair, Failed)
	\$1,500.00	Central/Large Soil Absorption System Permit (New)
	\$ 750.00	Central/Large Soil Absorption System Permit (Repair)
	\$ 350.00	Tank Only & Vault Privy Permit
	\$ 50.00	Permit Renewal
	\$ 300.00	Speculative Site Evaluation (Evaluation of property when permit is not requested; i.e., for potential purchase of property.) The fee may be credited toward the permit fee if requested within one year.

NOTE -- NO APPLICATION WILL BE PROCESSED WITHOUT SCALED OR DIMENSIONAL PLOT PLAN AND BUILDING PLAN. (Board of Health Policy)

ALL documents submitted in the application package are considered part of the permit and are enforceable.

PROCESS:

1. Submit Application for Permit: **Completely fill out** application, submit with plot plan and building plan. Applications cannot be processed without payment of fee. **No payments can be taken in the field.**
2. Schedule Site Evaluation: An Environmental Health Specialist (EHS) must go on-site in order to evaluate the application and to assess the situation before issuing the permit. A representative must meet the EHS at the site to answer any questions. (Test holes may be required to determine soil type, limiting layer, or water level, etc.) **Plan on a minimum of ten to twelve working days for processing of application. For nonresidential applications, additional paperwork may be necessary and could extend the processing time.**
3. Permit Issuance: When the permit is ready, the applicant will be called and can come to the office to pick up the permit. The septic permit will be required to get a building permit from Planning and Zoning. A copy of the permit must also be given to the licensed installer, who will then be able to install the system. **(The permit is valid for one year. It can be renewed prior to the anniversary date at an additional cost of \$50.00.)**
4. Construction of Septic System: When a licensed installer has a copy of the permit, construction can begin. The system must be installed in accordance with the issued permit. **Any changes must be approved by Eastern Idaho Public Health prior to changes being made.**
5. Final Inspection Mandatory: It is necessary to have the system inspected by an Environmental Health Specialist prior to covering in order to determine if the system was installed in accordance with the issued permit. It is the owner's or installer's responsibility to call for final inspection. **Systems covered prior to final inspection will be required to be uncovered for final inspection.**
6. Permit is transferrable within the first year (not applicable on renewed permits). Eastern Idaho Public Health must be informed of the transfer immediately.

THINGS TO REMEMBER:

1. Septic systems **MUST** be installed by a licensed installer. A list of installers can be obtained from your local health district office. Homeowners can only install their own septic system if it is a standard system.
2. No changes to the system specifications stated on the permit can be made without prior approval from Eastern Idaho Public Health.
3. Septic systems (tank and drainfield) **MUST BE INSPECTED PRIOR TO COVERING.**
4. **If the system is not inspected prior to covering, the installer or owner will be asked to uncover the system for inspection. This may cause more expense as system may become damaged if disturbed.**
5. **PERMIT MAY BE RENEWED if not completed within one year (see PROCESS # 3 above). It is your responsibility to remember to renew the permit prior to the anniversary date.**

SAVE TIME:

1. Avoid unnecessary delays by filling out the application form completely. Be sure to include a mailing address and phone number for the owners and, if applicable, a phone number for the contact person (builder and/or installer).
2. **Eastern Idaho Public Health requires 48 hours' notice to schedule an inspection.**

I have received, read, and understand the above information.

Signed: _____ **Date:** _____

E-mail Address: _____