

# AppHealthCare

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## Septic and Well Check List

1. **Prepare Site\*:** \_\_\_\_\_
  - a. Property lines and irons marked onsite \_\_\_\_\_
  - b. Proposed house/building site staked onsite \_\_\_\_\_
  - c. Well site staked \_\_\_\_\_
  - d. Driveway marked \_\_\_\_\_
  - e. HOLES DUG \_\_\_\_\_ **may be dug later if Health Dept is going to meet a machine operator onsite.**
  - f. Call 811 to locate underground utilities and provide the ticket number on the application.
2. Turn in completed application containing \_\_\_\_\_
  - a. Survey plat or Schematic \_\_\_\_\_
  - b. Site plan \_\_\_\_\_

Wait time for finished permit will vary depending on number of active applications, weather, availability of installers/ contractors / surveyors, legal agreement requirements, etc.
3. Receive **Improvement Permit\*\*** \_\_\_\_\_
  - a. Permit valid for 5 years or may be non-expiring if plat meets requirements.
4. Apply for **Construction Authorization (CA)** \_\_\_\_\_ AND  
**New Well** \_\_\_\_\_ when ready to build.
  - a. House/building and driveway shall be accurately staked/flagged onsite prior to applying. \_\_\_\_\_  
 Additional fee may be required for CA depending on septic system type.
5. Receive **Construction Authorization Permit\*\*** \_\_\_\_\_ AND  
**Well Construction Permit\*\*** \_\_\_\_\_
  - a. Construction Authorization valid for validity of Improvement Permit
  - b. Well Permit valid for 5 years
6. Have a...
  - a. Certified septic installer installs septic system \_\_\_\_\_
    - i. We will inspect system when licensed installer calls for final inspection.
  - b. Certified well driller drill well \_\_\_\_\_
    - i. We will inspect grout when licensed driller calls for inspection.
7. Once outside of house is finished (house foundation and all decks) and well is completed (pump installed and well head complete), applicant must call Health Department to request the:
  - a. **Operation Permit (will not be issued automatically after final inspection)** \_\_\_\_\_ AND
  - b. **Well Certificate of Completion** \_\_\_\_\_

Please note that this final process may take 1-2 weeks or longer if there are incomplete items.

  - c. Receive **Operation Permit (OP)** \_\_\_\_\_

**OP will be required to receive your Certificate of Occupancy “CO” from Planning and Inspections.**

**The CO is required for power to be turned on.**

\*A \$150 revisit fee must be paid prior to the next site visit for sites not prepared as specified which may cause delays.

\*\*Permit issuance is contingent upon site suitability which is determined during the soil and site evaluation by this department. This includes, but is not limited to: soil conditions, available space, topography, water features, other water supplies, sources of contamination to wells, etc.