



## Septic Permit Application Instructions

Where sewer is not available or practical, the drainage system of each dwelling, building, or premise, shall receive all wastewater, including bathroom, kitchen, and laundry wastes, and shall have a connection to a septic system. Septic systems are permitted by the Bear River Health Department. If the wastewater flow is proposed to exceed 5000 gallons per day for a septic system, the Utah Department of Environmental Quality is responsible for permitting.

The septic permit application is for obtaining a permit to construct, alter, or repair a septic system or to upgrade a system that was installed prior to health department regulations. A septic permit is issued for a legal parcel (lot) of record or, is issued for a proposed land parcel split lot when the remainder parcel is not being proposed for development. If you are subdividing to create **more than one new building lot**, you need to complete the subdivision septic system feasibility application instead of a septic system permit application. After your subdivision has been approved by your planning and zoning agency, a septic permit can be applied for by completing the septic system permit application. The completed application and fees should be mailed or returned to one of the following offices according to which area your property is located:

### Cache or Rich County BRHD

#### **Logan office**

**85 E 1800 N**

**North Logan, UT 84341**

**Phone: 435-792-6570**

### Box Elder County South

#### **BRHD Brigham City office**

**992 S 800 W**

**Brigham City, UT 84302**

**Phone: 435-695-2065**

### Box Elder County North

#### **BRHD Tremonton office**

**440 W 600 N**

**Tremonton, UT 84337**

**Phone: 435-792-6500 ext. 4138**

The following steps will help assist you in completing the septic system permitting process:

- 1- Fill out the Septic Permit Application online or use pages 3 and 4.
- 2- If it is determined by this office that site feasibility or additional site visit work is **not needed**, skip steps 3 through 7 and complete step number 8. Recorded building lots generally do not need site feasibility – i.e. the lot has a subdivision name and lot number.
- 3- Attach online or submit with the application, a copy of the county assessor's parcel map with your parcel(s) highlighted **or** a preliminary plat map. If a survey is required by planning and zoning, a copy of the completed survey will need to be submitted to this office.



- 4- Consult with a health inspector to determine placement and number of soil exploration pits. You will be responsible for hiring a backhoe operator to dig the soil exploration pit(s). Septic system contractors are good place to find a backhoe operator. A list of professional septic system installers that have had some septic system training by this office can be downloaded at [www.brhd.org](http://www.brhd.org) under Services → Environmental, then scroll to the bottom and click on Licensed Septic Installers. The soil pit is to be dug to a depth of at least 12 feet or until the water table, whichever comes first. The soil pit is to be dug at least 4 feet below the bottom of the proposed absorption system. For deep basement proposed homes, soil pits may need to be dug to 16 feet. Plumbing exiting the building is generally limited to 54 inches below grade. One end of each soil pit needs to be gently sloped for partial entry access of the health inspector.
- 5- Coordinate (**one week notice**) with your assigned health inspector on soil exploration pit digging arrangements so that the inspector can be onsite at the same time the pit(s) will be dug. The soil pit(s) should be immediately backfilled after they have been evaluated by the health inspector for safety reasons.
- 6- The inspector will evaluate the soil/site conditions and then inform you, if applicable, on the number of percolation tests to be completed and appropriate test depths. Percolation tests are conducted at Property owner's expense by a state certified person. A list of certified percolation testers can be downloaded at [www.brhd.org](http://www.brhd.org) under Services → Environmental → then scroll to the bottom and click on Certified Percolation Testers.
- 7- If applicable, the maximum ground water table will need to be determined by regular monitoring of the water table in an observation well during the peak season of ground water flow. The peak season for high groundwater is generally from April through May and sometimes can be during the summer irrigation season. A water table monitoring fee is required.

*When steps 3 through 7 have been completed, a review of all information, plans, and proposals, and site work will be completed by the inspector. In some cases, additional information such as engineering reports may be needed to complete the review. If applicable, a feasibility letter will be sent to your planning/zoning agency stating the results of the review. When feasibility or additional site visit work is completed, you are now ready to be issued a permit by completing step 8.*

- 8- Complete a site plan and attach to the application (see example and instructions on second page of application) by consulting with a health inspector about septic system placement and options; OR, Submit a septic system design by a certified onsite system professional. **If your lot requires a complex alternative system, you will need to submit a septic system design by a Utah certified onsite system level 3 professional and a Recorded Deed Septic Requirement Form.**

*The health inspector will review the septic design to issue a permit or use the information from your site plan to issue a permit that includes a basic septic design and construction criteria. Please allow one week for the permit to be completed and issued.*

Once a permit is issued the septic system can be installed when site conditions are favorable. Final onsite inspection(s) will need to be completed by this office prior to backfilling of the installed septic system before approval can be granted.



## SEPTIC PERMIT APPLICATION

COUNTY ASSESSOR'S PARCEL NUMBER:	
APPLICANT NAME:	EMAIL:
MAILING ADDRESS:	PHONE NUMBER:
	PROPERTY OWNER:
SITE ADDRESS:	SUBDIVISION NAME/LOT NUMBER (if applicable):
	COUNTY:

**\*\*\*The following questions are not applicable if only applying for a renewable operating permit\*\*\***

What is the anticipated depth of the lowest floor below natural grade:
Will the building have a: <input type="checkbox"/> Basement <input type="checkbox"/> Crawlspace <input type="checkbox"/> Slab on grade
If residential, how many bedrooms will the home have (unfinished basement = 1 additional bedroom):
If commercial, what is the anticipated maximum daily wastewater flow (gallons per day):
If a public water system is to be used, has a connection been approved for the proposed building:
If a private well/spring is to be used, what is the water right number or date right was applied for:

**I certify that the information given is true and correct to the best of my knowledge**

Signature:	Date:
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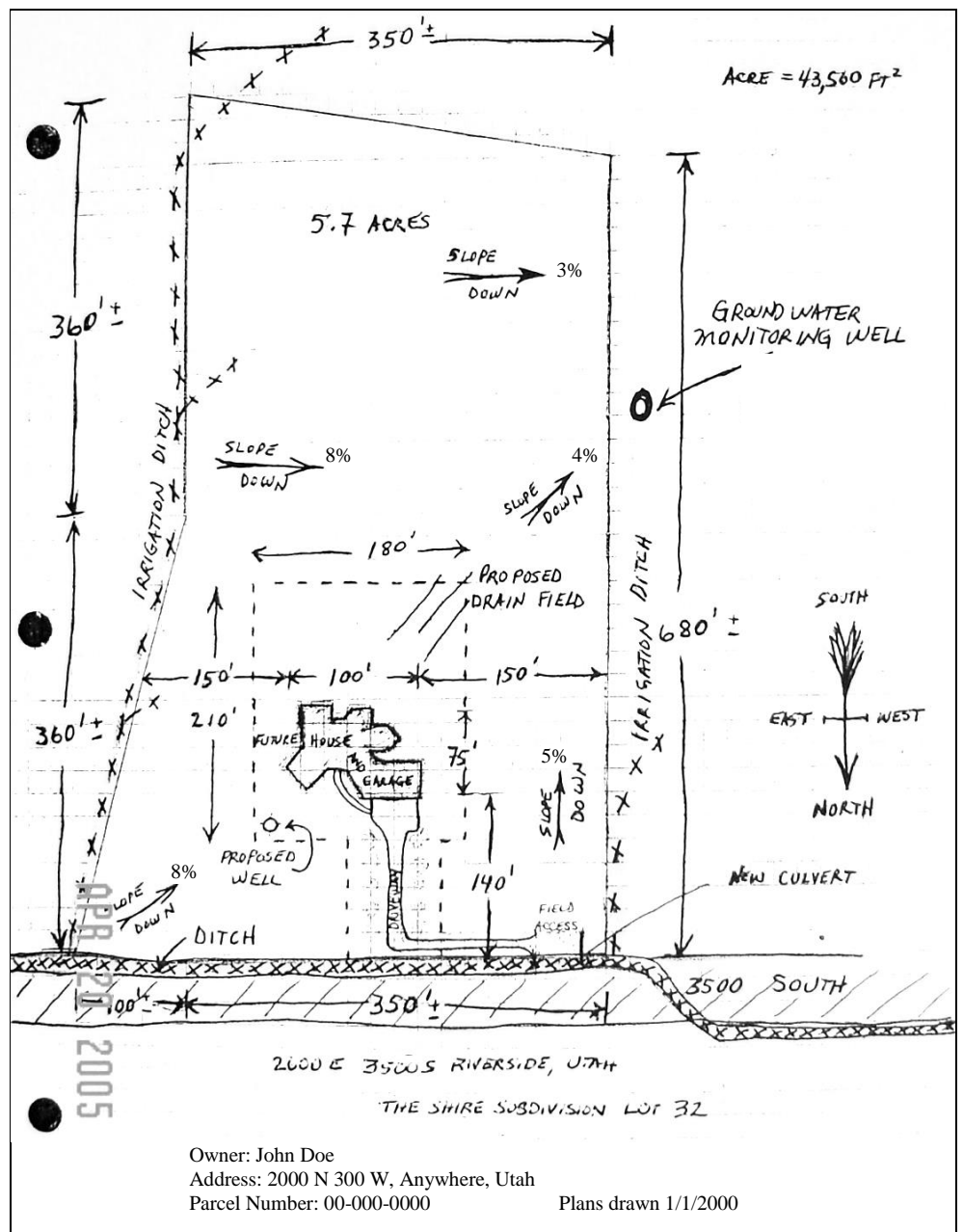
## Septic System Site Plan Instructions

The purpose of a site plan is to show the size, shape, and special features of your property and the size and location of proposed building(s). The site plan will be used by the health inspector to design an area for your septic system. If a survey is available, sometimes it works well to sketch your proposal directly on a copy of the survey. A copy of the site plan from your set of building plans will also work. The site plan needs to be drawn to scale and large enough to show all details.

### Required information:

- Property lines and proposed structures on the property
- Location of all water courses and drainage ways (intermittent streams, creeks, irrigation canals, etc.)
- Location of water well and water lines
- Accurate distances from the proposed structures and land features to property lines
- Arrows showing direction of slope or ground surface contours
- Proposed/preferable area for the Septic system and 100% replacement area
- Location of existing water supply sources on adjacent properties within 200 feet of the proposed septic system
- North arrow
- Existing easements
- Public drinking water zone two area(s)
- Access to property from public road(s)
- Utility lines (water, gas, electrical, propane tanks)
- Complete address, parcel number, owner, and date plans were drawn

Sample site plan





## Septic Fees

<input type="checkbox"/> Site feasibility.....	\$150
<input type="checkbox"/> Residential septic permit .....	\$375
<input type="checkbox"/> Utah Department of Environmental Quality fee .....	\$25
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Permit fee total .....	\$550

**The permit fee total does not include fees for alternative technology septic permits and/or non-residential use**