

Permits To Construct A Sewage Disposal System and/or Private Well

For property that is not served by public sewer or a public water system the owner must obtain a permit to construct a sewage disposal system and private well before the county will issue a building permit. If the property has an existing sewage disposal system the owner must obtain a certification from the health department that the existing system is adequate for the proposed construction or must obtain a construction permit to make any necessary upgrades.

The following is the process to obtain a permit to construct a sewage disposal system or private well:

1. The owner/agent brings the Development Permit, the survey plat for the lot, a site sketch showing the proposed house, other planned accessory buildings, location of driveway and the located of houses, wells and sewage disposal system on adjoining property within 200 feet of the proposed house site to the health department.
2. The owner/agent completes the health department application form specifying the location of the property, number of bedrooms, basement, plumbing in basement, termite treatment and pays the applicable fees.
3. The owner/agent may need to schedule with the health department for an Environmental Health Specialist to evaluate the lot and provide a backhoe and operator to dig test pits for the evaluation if the Environmental Health Specialist cannot evaluate the soil due to rock or other soil obstructions.
4. After the health department has visited the lot and found a suitable location for the sewage disposal system and/or private well the health department will issue a construction permit. This permit is valid for 18 months. It may be extended one time for an additional 18 months if unavoidable delays are encountered. The request must be made prior to the original expiration date.
5. When the sewage disposal system is properly installed, inspections conducted, and completion statement from the installer received, the health department will approve the sewage disposal system for use and by issuing an Operations Permit.
6. When the well is properly installed, inspections conducted, the Water Well Completion Report submitted by the well driller, and the results of a water sample that is negative for coliform bacteria is received, the health department will approve the well for use by issuing an Operations Permit.
7. The Operation Permits can be taken to the building inspector's office to receive the Occupancy Permit, provided all of the building inspectors' requirements have been completed.

**Virginia Department of Health
Onsite Sewage System and Private Well Application Fees
New Fees Effective August 2019**

| Application Type | Fee |
|--|----------------|
| Certification letter with OSE/PE documentation, \leq 1,000 gpd | \$320 |
| Certification letter with OSE/PE documentation, $>$ 1,000 gpd | \$1,400 |
| Construction permit for onsite sewage system only, \leq 1,000 gpd no OSE/PE documentation | \$425 |
| Construction permit for onsite sewage system only, \leq 1,000 gpd with OSE/PE documentation | \$225 |
| Combined well and onsite sewage system construction permit, \leq 1,000 gpd no OSE/PE documentation | \$725 |
| Combined well and onsite sewage system construction permit, \leq 1,000 gpd with OSE/PE documentation | \$525 |
| Construction permit for onsite sewage system only, $>$ 1,000 with OSE/PE documentation | \$1,400 |
| Combined well and onsite sewage system construction permit, $>$ 1,000 with OSE/PE documentation | \$1,700 |
| Private well construction or abandonment permit, with or without OSE/PE/Well Driller documentation | \$300 |
| Closed-loop geothermal well system (one fee per well system) with or without OSE/PE/Well Driller documentation | \$300 |
| Alternative discharge system inspection fee | \$75 |
| Minor modification of an existing onsite sewage system with or without OSE/PE documentation | \$100 |
| Appeal before the Review Board | \$135 |
| New Fee Effective 8/19: Repair permit for an onsite sewage system, \leq 1,000 gpd without OSE/PE documentation | \$425 |
| New Fee Effective 8/19: Repair permit for an onsite sewage system, \leq 1,000 gpd with OSE/PE documentation | \$225 |
| New Fee Effective 8/19: Repair permit for an onsite sewage system, $>$ 1,000 gpd with OSE/PE documentation | \$1,400 |
| New Fee Effective 8/19: Voluntary upgrade for an onsite sewage system, \leq 1,000 gpd with OSE/PE documentation | \$225 |
| New Fee Effective 8/19: Voluntary upgrade for an onsite sewage system, $>$ 1,000 gpd with OSE /PE documentation | \$1,400 |
| New Fee Effective 8/19: Safe, adequate, and proper evaluation without OSE/PE/Installer/Operator documentation | \$150 |
| New Fee Effective 8/19: Safe, adequate, and proper evaluation with OSE/PE/Installer/Operator documentation | \$100 |

Applicants whose family income falls below the Federal Poverty Guidelines are eligible for a fee waiver. Applicants for onsite sewage system repairs or voluntary upgrades whose family income falls below 200% of the Federal Poverty Guidelines will be eligible for a fee waiver.

Applicants seeking evaluation and design services from VDH must submit a petition for VDH services and meet means testing criteria or the VDH Hardship Guidelines.

(Updated 7/1/21)
Virginia Department of Health
Petition for VDH Services Form

I, (owner name), am petitioning VDH to provide evaluation and design services based on (select one):

Means test (household income at or below 200% of the federal poverty guidelines)

| Persons in Household | 200% Federal Poverty Guidelines |
|----------------------|---------------------------------|
| 1 | \$25,760 |
| 2 | \$34,840 |
| 3 | \$43,920 |
| 4 | \$53,000 |
| 5 | \$62,080 |
| 6 | \$71,160 |
| 7 | \$80,240 |
| 8 | \$89,320 |

VDH Hardship Guidelines

If you selected VDH Hardship Guidelines, please check all of the following guidelines that apply:

Qualify for fee waiver pursuant to 12VAC5-620-80.A.

Replacement well.

Well abandonment.

Safe, Adequate, and Proper Evaluation.

Onsite sewage system repair or pit privy fee waiver.

Insufficient number of private sector service providers.

Other: If other, please provide a detailed description of your hardship in obtaining private sector evaluation and design services along with any relevant documents that you believe supports your request. Please provide the names of private sector service providers you contacted, prior to submitting this petition. (Detailed description can be attached)

Owners/Agents Signature

Date

(Office Use Only) Petition for services Approved Denied

Reviewed by _____

Date

ATTACHMENT TO APPLICATION (MUST be completed)

Our goal is to process your application as quickly and accurately as possible. In order for us to achieve our goal, applicants must provide a **complete application (including an accurate site sketch), accurate directions to the property, and property lines and house site clearly and accurately marked on the property.** We cannot accept an incomplete application.

The following MUST be attached to your application:

1. Surveyed plat of your property
2. Tax Map Number or GPIN
3. Zoning/Chesapeake Bay approval, if required by your locality. (Not applicable in PittDan / Southside Health District)
4. Proper fee (\$425.00 Septic, \$300.00 Well, \$725.00 for combined application) (See cover sheet for AOSE fees)
For septic repair there is no fee. Also your well fee may be refunded if documentation is received that the old well was properly abandoned.

The following checklist is provided to assist you with the application process. The items below must be completed by the applicant before the application is submitted to the health department. If you have questions, or need assistance with your application, please ask any of the environmental health staff. We will be happy to assist you.

A. The Application

- _____ Are all items properly filled in?
- _____ Have you included a telephone number where you can be reached during the day?
- _____ Are directions to the property clear?
- _____ Have you included the tax map number (or GPIN)?
- _____ Have you signed and dated the application?
- _____ Do you have the proper fee?

B. Site Sketch (These items may be drawn on a copy of the plat)

- _____ Is the shape of the property correct?
- _____ Is the length of each property line indicated?
- _____ Are the shape and dimensions of the house (including any porches & decks) shown?
- _____ Is the house location shown by measurements to at least two property corners or property lines?
- _____ Is the location of the driveway correct?
- _____ Are all proposed or existing locations of any utilities shown?
- _____ Does the plat or site sketch show all legal easements located on the property?
- _____ Is the location of any septic systems, wells or buried fuel tanks within 200 feet of the property shown?
- _____ Have you shown the location and dimensions of planned accessory items (sheds, pools, etc.)?
- _____ Have you indicated your preferred location for the well and septic system?

C. The building site for which the application is made

- _____ Are the property lines clearly and accurately marked?
- _____ Has the house site been clearly and accurately marked?
- _____ Is the location of the property easily identified from the road?
- _____ Have existing underground utilities been marked?
- _____ Is the site sufficiently cleared of vegetation that surface contours can be clearly seen?

I understand that the health department cannot accept incomplete applications and that if the property is not clearly marked and property lines staked, my application will be DENIED.

I intend to begin construction on this property within 18 months. _____ Yes _____ No

Signature

Date

SITE SKETCH (MUST be completed)

A survey plat and/or expired permit does not constitute a site sketch.

Identify all site features within 200 feet. Identify road names. Illustrate the house location, preferred septic and well location, adjacent septic and well locations, springs, waterways, drainage ways, other structures, driveways, and other items of interest.

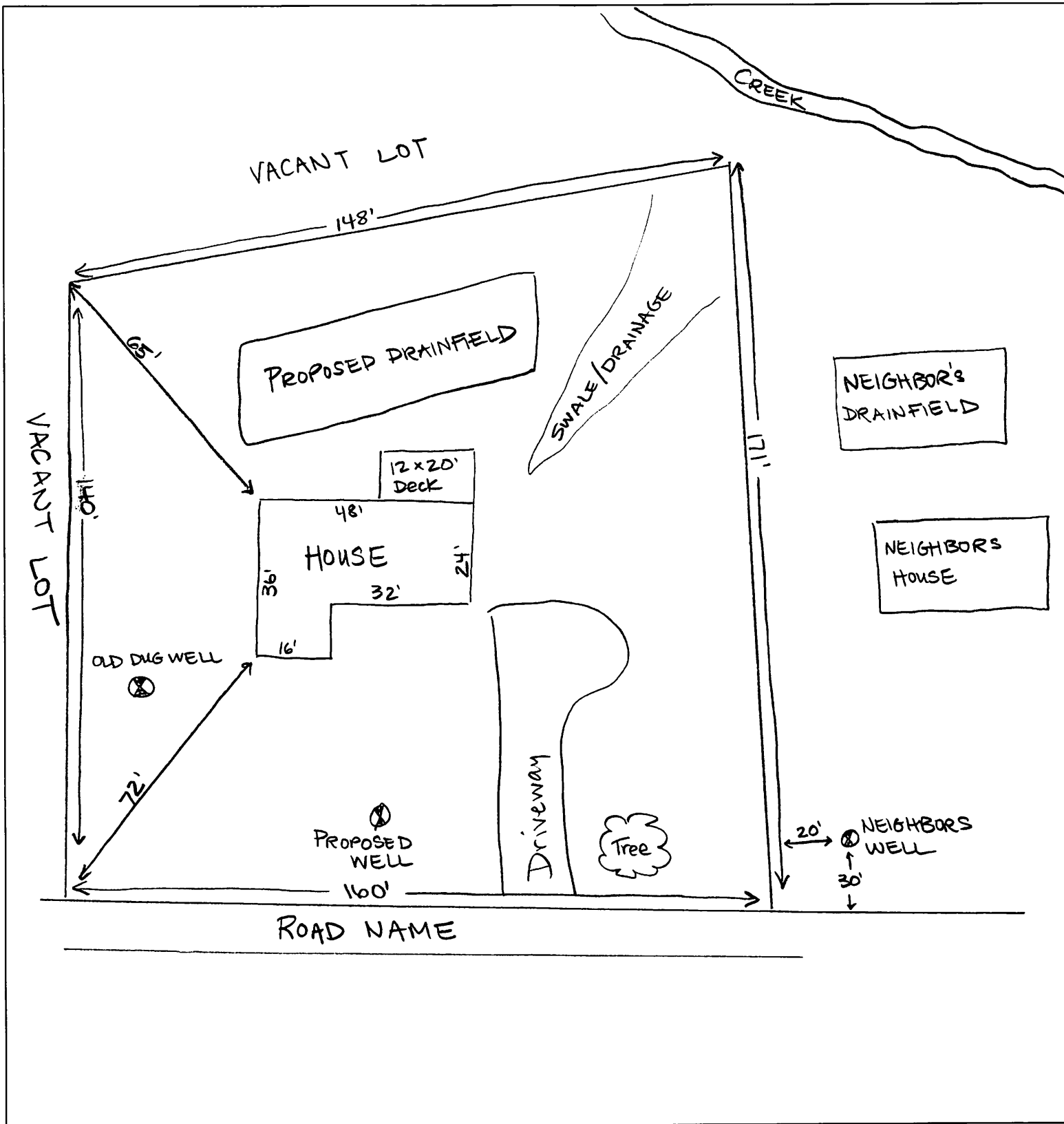
A large, empty rectangular box with a thin black border, intended for the user to draw a site sketch. The box is currently blank.

EXAMPLE

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TIPS ON MARKING YOUR PROPERTY

It is important that the property lines and the proposed house location are accurately marked and easy to see when the Environmental Health Specialist (EHS) arrives at your property. Failure to clearly mark the proposed property lines and house site may result in your application being denied. The EHS must be able to see surface contours and property lines.

You are responsible for providing accurate information regarding your property lines. Improperly identified property lines can result in well and septic system components being located on the wrong property and render your permit invalid. If you are unsure about the location of your property lines, contact a surveyor for assistance.

Suggested steps to mark property:

- Locate and mark each property corner with wooden stakes or flags.
- Measure the distance between stakes to ensure the stakes match the distance on the survey plat or legal description of your property. (If the property has recently been surveyed and the survey is still visible, you may utilize the survey markers).
- If you cannot easily see from one property corner to the next, you may need to accurately mark the property line. If you are unable to mark the lines, you may need to contact a surveyor.
- Locate the house site with stakes or flags.
- Be sure field measurements and the locations are the same as the site sketch. Include porches and decks in the measurement of the house.

Clearing your site:

- Mow grass and underbrush that may obscure a clear view of the ground surface in the area of the property being considered for a well and septic system. The EHS must be able to see low spots on the ground surface that can concentrate water and runoff.
- DO NOT use heavy equipment to clear areas to be considered for a sewage disposal system. Heavy equipment, such as bulldozers, can disturb soil by compaction, rutting, and uprooting trees and can damage potential sewage disposal system sites.
- Consider hand clearing areas to be evaluated for a sewage disposal system.
- If trees are present and the general landscape can be seen, you do not need to clear the trees unless otherwise directed.