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| **Commonwealth of Virginia** | **VDH Use Only**Health Department  |
| **Onsite Sewage Disposal System Repair Application** | Due Date |  |
|  | Phone |  |
| **Owner** | Phone |  |
| Owner’s Mailing Address |   Email |  |
| **Physical Location (911) Address** | Phone |  |
| Agent |  Email |  |

Agent’s Mailing Address

Subdivision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Section \_\_\_\_\_\_\_\_\_\_\_\_\_\_Lot # \_\_\_\_\_\_\_\_\_ Tax Map #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Please circle all that apply:**I believe my system is failing because: 1) I have sewage coming to the top of the ground over my sewage system 2) Sewage is backing up into my home 3) My well appears to be influenced by my sewage system 4) Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_My system has been failing for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ weeks / months**Existing Use:** Single Family Home **(Number of Bedrooms \_\_\_)**  Multi-Family Dwelling **(Total Number of Bedrooms \_\_\_)** Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Does the structure have a basement: Yes/No (circle one). If yes, are there any plumbing fixtures located in the basement? Yes/No (circle one). |
| **Water Supply**Is your water supply public or private (circle one)If private please describe: |
| **All Applicants**Is this an AOSE/PE application? Yes/No (circle one) If yes, is the AOSE package attached? Yes/No (circle one). Authorized Onsite Soil Evaluator (AOSE) or a Professional Engineer (PE) |

In order for VDH to process your application you **must** attach a site sketch and plat of the property. The site sketch should show your property lines, actual and/or proposed buildings and the desired location of your well and/or sewage system. When the site evaluation is conducted the property lines, building location and the proposed well and sewage system sites **must** be clearly marked and the property sufficiently visible to see the topography, otherwise this application will be denied.

Do you wish to apply for a betterment loan eligibility letter? \_\_\_\_\_\_ If yes, there is a $50.00 fee for determination of eligibility.

I give permission to the Virginia Department of Health (VDH) to enter onto the property described during normal business hours for the purpose of processing this application and to perform quality assurance checks of evaluations and designs certified by an Authorized Onsite Soil Evaluator (AOSE) or a Professional Engineer (PE) as necessary until the sewage disposal system has been constructed and approved.

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| Signature of Owner/Agent |  | Date (rev. 1/30/2019) |

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| *Please answer these questions as best you can. This information helps us evaluate your problem.* |
| Age of this house is approximately\_\_\_\_\_\_\_years  | The lot is \_\_\_\_\_\_\_\_\_ acres | This house is \_\_\_\_\_\_\_\_\_\_\_ sq ft |
|  |
| \_\_\_ people currently live in this house | Is there a Garbage Disposal? \_\_\_\_\_\_\_ | Is there a Water Softener? \_\_\_\_\_\_\_ |
|  |
| List plumbing problems: |
|  |
| Is there a Jacuzzi or Hot Tub? \_\_\_\_\_\_ | How often has the septic tank been pumped? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | When was the septic tank last pumped out? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Amount of water used on last bill (if community water) \_\_\_\_\_\_\_\_\_Hcf x 748 = \_\_\_\_\_\_\_\_\_ gallons |
| Is there a basement? \_\_\_\_\_\_\_ If so, does it have with plumbing fixtures? \_\_\_\_\_\_\_\_\_\_\_ |
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Application Instructions for Sewage Repair Construction Permit

 Our goal at the health department is to process your application as quickly as possible. Sometimes we take longer to process applications because of our workload, the weather, or the need to have you physically uncover system components if no records are available or are found not to match the existing sewage disposal system. These delays cannot be avoided. At other times, we are delayed because applicants have not provided us with the information we need to issue permits quickly. We cannot accept incomplete applications. In order for us to do our job properly, applicants need to provide us with a complete application, accurate site plan, and proposed improvements marked on the property.

 The following checklist is provided to assist you with the application process. All of the items listed need to be completed by the applicant before the application is given to the health department. If you have questions, or need assistance with your application, please ask. One of our environmental health staff will be happy to help.

1. **The application**

\_\_\_\_\_ has all items properly filled in, including building official’s signature

\_\_\_\_\_has a telephone number where I can be reached during the day

\_\_\_\_\_shows complete written directions to the property

\_\_\_\_\_ is signed and dated

1. **A plat of the property is required**
2. **The site plan clearly and accurately shows**

 **(see example site sketch)**

\_\_\_\_\_ all existing structures (house, garage, pool, etc.)

\_\_\_\_\_ the location of any existing wells

\_\_\_\_\_ the location of any existing septic systems

\_\_\_\_\_ driveway

\_\_\_\_\_ location of any existing utilities

\_\_\_\_\_ the shape of the property

\_\_\_\_\_ the length of each property line

You may use a copy of your plat to add any missing or needed information for your site plan. Old Health Department records or zoning site plans are not acceptable site plans. You must prepare a site plan for this specific request. Inaccurate or missing information may lead to delays in issuing permits or, in some cases; lead to problems that may be expensive and difficult to correct once the project is completed. Ultimately it is the owner’s responsibility to ensure setbacks are maintained.