

# Septic System Repair Instructions:

Please check which applies to your failing septic system:

Sewage backing up into the house

Wet area in yard (sewage on the ground surface)

Other: Please explain: \_\_\_\_\_

**The following must be done prior to an Environmental Health Specialist making a site visit:**

- ⇒ A completed application, site sketch showing drainfield, wells, house, driveway, etc. and a plat of the property must be submitted
- ⇒ Both lids of the septic tank must be uncovered and loosened (pumping the tank is recommended)
- ⇒ Distribution box must be uncovered and lid loosened
- ⇒ "Miss Utility" (1-800-552-7001) must be called and/or any private utilities, to mark all underground utilities (Miss Utility will not mark private underground lines; a private line marking company will need to be contacted), retain confirmation number(s)

Once the above items have been completed, please call your local health department:

Charles City County Health Department  
7501 Adkins Rd.  
Charles City, VA 23030  
Phone (804) 829-2490 Fax (804) 829-6702

Goochland County Health Department  
P.O. Box 178  
Goochland, VA 23063  
Phone (804) 556-5843 Fax (804) 556-3707

Hanover County Health Department  
12312 Washington Highway  
Ashland, VA 23005-7646  
Phone (804) 365-4313 Fax (804) 365-4355

New Kent County Health Department  
P.O. Box 86  
New Kent, VA 23124  
Phone (804) 966-9640 Fax (804) 966-9640

Advise a Health Department Representative that all the requirements have been met. An Environmental Health Specialist will schedule a site visit to determine the cause of the failure and possible solutions.

Office use only: \_\_\_\_\_  
Confirmation Date

\_\_\_\_\_ Confirmation #

Your signature below will confirm that the above requirements have been explained and are understood. If you have any questions, please contact your local office.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date Signed