



TOWN OF WENDELL
Board of Health

DISPOSAL/SEPTIC SYSTEM CONSTRUCTION
PERMITTING PROCESS
Standard Operational Procedure

Specifications:

	<u>Septic Tank</u>	<u>Leaching area</u>
From well	50 feet	100 feet
From house	10 feet	20 feet
From property line	10 feet	10 feet
From wetlands	25 feet	50 feet

1. Application for Perc Test/Soil Evaluation: Septic system designer (engineer or Registered Sanitarian (R.S.)) sets testing date with Health Agent after which the engineer or R.S. designs the septic plan. Former perc testing on a lot is valid if done after 1995 and if document can be located.
Fee: see fee schedule
 2. Application for "Disposal System Construction Permit" along with 2 copies of septic system plan is submitted to Board of Health (BoH) for approval along with fee (New or repair/replacement septic system- same application). Construction Permit is good for 3 years. The BoH can vote to grant a 1 year extension. If permit expires BoH needs to review the plan to see if it meets current Title 5 Regs.
Partial charge for review: see fee schedule
 3. BoH gives plan a number. Example: 2024-1
 4. Health agent reviews septic plan within 45 days
 5. If variance/local upgrade approval (LUA) requested - Ex. Bottom of system 3 ft instead of 4 ft from groundwater) plan needs to be presented at Board meeting for approval by the Board. If no variance is requested Health Agent approves the septic plan.
 6. After approved- Board or Health Agent gives the homeowner Disposal System Construction Permit along with a copy of the plan- signed Approved.
 7. As septic system is being installed Health Agent inspects a) The initial excavation called "bottom of bed". b) All the components/parts of the system: "final". c) "Loam and seed" over the top of the system.
 8. An As-Built is received from the engineer/designer.
 9. The Certificate of Compliance is issued after all inspections by the Health Agent are completed.
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