

DETERMINING YOUR SEPTIC/ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) FEE(S)

If you are unable to determine your fees, please continue with the submittal of the Land Use Service application. After a cursory review, fees will be assessed and invoiced via email for online payment.

Please select the ONE category below that applies to your project.

SEPTIC/OWTS BUILDING CLEARANCE (Scope of Work – Check One):

- Building Addition/Remodel (LU73) Accessory Structure: Pool/Solar/Barn (LU72)

Proposed Project (Check One):

- Plan Check Major Building Addition/Remodel (> 500 sq. ft. and/or Bedroom Addition) (LU15)
- Plan Check Minor Building Addition/Remodel (≤ 500 sq. ft. **without** a Bedroom Addition) (LU16)
- Residential Accessory Structure (Barns/Detached Garage/Pool/Solar) (LU17)
- Lot-line Adjustment/Merger (LU10)

SEPTIC/OWTS REPAIR OR MODIFICATION/UPGRADE:

- Emergency Repair for Septic/OWTS Failure (LU76)

Repair/Modification of Septic/OWTS (Check One):

- Septic/OWTS Repair (>50% of System, Septic Tank **and** Drainfield) (LU28)
- Septic/OWTS Repair (<50% of System, Septic Tank **or** Drainfield ONLY) (LU29)

NEW DEVELOPMENT (Scope of Work – Check One):

- Single Family Dwelling (LU71) Secondary Dwelling (LU74) Commercial (LU75)

STEP #A – Septic/OWTS Feasibility (Site Assessment/Soil Evaluation):

- Fees to be assessed by Land Use District staff after receipt and review of application.

STEP #B – Septic/OWTS Design Ready for Submittal (Soil Evaluation Completed - Check One):

- New Residential Construction (New Single Family Residence and/or Secondary Dwelling) (LU14)
- New Commercial Construction (Requires Use Permit from Planning Office) (LU13)
- New Alternative System (Drip Dispersal/Pressure Distribution/Mound) (LU21)

OTHER:

- Other (LU79):

- Septic Tank Abandonment Permit (Connection to Sewer and Abatement of Existing Septic/OWTS) (LU92)

NOTE: *If you wish to pay via credit card, an invoice will be sent via email for online payment. Upon completion of initial review, additional fees may apply, and will be invoiced accordingly. For any additional information, please visit our [Land Use Program homepage](#) or call our main office.*



SEPTIC SYSTEM PERMIT APPLICATION

PLEASE NOTE: Attach 3 site plans showing the proposed work. Permit is valid for 1 year from date of issuance.

Owner / Property Information	
Owner:	APN: - -
Mailing Address:	Site Address:
City/Zip:	City/Zip:
Phone:	Cross Street:

Proposed Work	
Square Footage of Residence:	Total Number of Bedrooms:
<input type="checkbox"/> New system <input type="checkbox"/> Repair/modify existing system	Existing Drainfield to be used: <input type="checkbox"/> Yes <input type="checkbox"/> No
New Tank: <input type="checkbox"/> Yes <input type="checkbox"/> No	New Drainfield: _____ Linear Feet
Tank Size/Manufacturer:	Rock depth below pipe: _____ Inches
New Diversion Valve: <input type="checkbox"/> Yes <input type="checkbox"/> No	Chamber system: <input type="checkbox"/> Yes <input type="checkbox"/> No

Septic System Installation	
<input type="checkbox"/> Owner will provide the labor and materials for construction of the proposed septic system. Initial here () to confirm that the owner has read the Owner-Builder information (see reverse side of this form) and will abide by the requirements.	
<input type="checkbox"/> Owner has contracted with the following person/company to provide the construction:	
Name: _____	Phone number: _____
Address: _____	Contractor's License: _____
<i>Note: Notify the DEH district specialist a minimum of 1 working day prior to the start of septic system installation.</i>	

I agree that all work is to be completed per stamped, approved plans unless modified during construction by the Department of Environmental Health. As owner or authorized agent, I represent that the information herein submitted is correct to the best of my knowledge.		
_____ Owner/Authorized Agent Signature	_____ Print Name	_____ Date

Office Use Only	
Date Approved:	Approved by:
Existing Septic Permit #:	Service Request #:
Comments:	

OWNER-BUILDER INFORMATION

An application for a septic permit has been submitted in your name listing yourself as the builder of the property improvements specified. For your protection, you should be aware that as an 'owner-builder' you are the responsible party of record on the permit.

Contractors are required by law to be licensed and bonded by the State of California and to have a business license from the city or county. Those whose scope of practice includes septic system construction and repair are also required by law to be registered on the Department of Environmental Health's approved Septic System Contractor's List.

If you plan to do your own work, with the exception of various trades that you plan to subcontract, you should be aware of the following information for your benefit and protection:

- If you employ or otherwise engage any persons other than your immediate family, and the work (including materials and other costs) is \$500 or more for the entire project, and the persons are not licensed as contractors or subcontractors, then you may be an employer.
- If you are an employer, you must register with the state and federal government as an employer and you are subject to several obligations including state and federal income tax withholding, federal social security taxes, workers' compensation insurance, disability insurance costs, and unemployment compensation contributions.

There may be financial risks for you if you do not carry out these obligations, and these risks are especially serious with respect to workers' compensation insurance.

For more specific information about your obligations under federal law, contact the Internal Revenue Service (and, if you wish, the U.S. Small Business Administration). For more specific information about your obligations under state law, contact the Department of Benefit Payments and the Division of Industrial Accidents.

If the structure is intended for sale, property owners who are not licensed contractors are allowed to perform their work personally or through their own employees, without a licensed contractor or subcontractor, only under limited conditions.

The property owner may construct or repair an on-site sewage disposal system on his/her own property, which system serves or will serve the building on the property and is neither being offered for sale nor intended to be so offered, provided: 1) persons hired by the owner to do the subject work must comply with a general engineering contractor's license Class A, or a Class C-42 sanitation system contractor's license or Class C-36 plumbing contractor's license from the Contractor's State License Board of the State of California or 2) persons hired by the owner must be hired as employees of the owner and the owner must provide proof of workman's compensation insurance, as required by law and 3) a septic system permit is obtained.

CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 19830-19832

19830. Every city or county, whether general law or chartered, which requires the issuance of a permit as a condition precedent to the construction, alteration, improvement, demolition, or repair of any building or structure, shall, in addition to any other requirements, prepare and give notice to the owner of the building or structure whenever an application for a building permit is submitted in the owner's name as builder of the improvements. The notice shall be given by mail; or the notice may be given to the applicant at the time the application for the permit is made, provided that the applicant presents identification sufficient to identify himself or herself as the owner.

19831. A city or county, which is required to give notice pursuant to Section 19830, shall attach to such notice, and, as a condition precedent to issuing a septic permit, require the completion and require the return of, owner-builder verification.

19832. A city or county, whether general law or chartered, shall transmit the notice required pursuant to Section 19830 and the owner-builder verification required pursuant to Section 19831 by mail to the property owner applying for the owner-builder septic permit or may provide the notice or the verification in person to the person applying for the septic permit only if that applicant presents identification sufficient to identify himself or herself as the property owner. The return of the owner-builder verification shall be a condition precedent to issuance of the septic permit.

However, no city or county or its employees shall be responsible for determining the truth or accuracy of the declarations in the owner-builder verification, and no monetary liability on the part of, and no cause of action for damages against them, shall arise from their failure to verify the truth or accuracy of the declarations.