



## LAND USE CONSTRUCTION PERMIT APPLICATION FORM

*Attach a copy of the approved floor plans and grading and drainage plans when applicable.  
 Incomplete applications will not be accepted for construction permit issuance.*

ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) CONSTRUCTION PERMIT TYPE – <i>Select One</i>	
<input type="checkbox"/> <b>Conventional OWTS Permit (LU22)</b>	<input type="checkbox"/> <b>Conventional Commercial OWTS Permit (LU24)</b>
<b>Emergency Repair Permit</b> <input type="checkbox"/> >50% of System, Septic Tank and Drainfield (LU28) <input type="checkbox"/> <50% of System, Septic Tank or Drainfield <b>ONLY</b> (LU29)	<input type="checkbox"/> <b>Alternative OWTS Permit (LU26)</b>
<b>Alternative OWTS Emergency Repair Permit</b> <input type="checkbox"/> >50% of System, Septic Tank and Drainfield (LU32) <input type="checkbox"/> <50% of System, Septic Tank or Drainfield <b>ONLY</b> (LU30)	<input type="checkbox"/> <b>Septic Tank Abandonment Permit (LU92)</b>
<b>Upgrade/Modification Permit</b> <input type="checkbox"/> >50% of System, Septic Tank and Drainfield (LU34) <input type="checkbox"/> <50% of System, Septic Tank or Drainfield <b>ONLY</b> (LU35)	
SITE INFORMATION	
Owner Name(s):	APN:
Site Address:	
City/Zip:	Cross Street:
Project Contact Person:	<input type="checkbox"/> Same as Property Owner
Phone:	E-mail:
SEPTIC SYSTEM INSTALLATION – OWNER-BUILDER	
<b><i>Conventional Onsite Wastewater Treatment System ONLY</i></b> <input type="checkbox"/> Owner will provide the labor and materials for construction of the proposed septic system. <b>Initial here (    )</b> to confirm that the owner has read the <b>Owner-Builder</b> information (see reverse side of this form) and will abide by the requirements.	
SEPTIC SYSTEM INSTALLATION – LICENSED CONTRACTOR	
<input type="checkbox"/> Owner has contracted with the following person/company to conduct the installation: Name: _____ Address: _____ Zip: _____ Phone number: _____ Contractor's License Type: _____ License #: _____ Exp. Date: _____ <b>For Alternative OWTS:</b> Proprietary Treatment Unit Installer Name: _____ Certification Type: _____ Exp. Date: _____	
SEPTIC TANK ABANDONMENT ONLY – <i>Attach the following to the application:</i>	
<input type="checkbox"/> Site Plan <input type="checkbox"/> Pumpers Report for emptying of the tank	<input type="checkbox"/> Proposed Scope of Work (see <a href="#">Septic Tank Abandonment Procedures</a> ) <input type="checkbox"/> Copy of Sanitary Sewer Connection Letter (if applicable)
EMERGENCY REPAIR ONLY – <i>Attach a Site Plan including the following information</i>	
<p style="text-align: center;"><b><u>Septic Tank</u></b></p> New Tank: <input type="checkbox"/> Yes <input type="checkbox"/> No Tank Size/Manufacturer: _____ New Diversion Valve: <input type="checkbox"/> Yes <input type="checkbox"/> No Other Tanks to be Repaired: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p style="text-align: center;"><b><u>Drainfield</u></b></p> Existing drainfield(s) to be used: <input type="checkbox"/> Yes <input type="checkbox"/> No New Drainfield Size: _____ <input type="checkbox"/> Linear Feet <input type="checkbox"/> Sq.Ft. Rock depth below pipe: _____ inches Chamber system: <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Dwelling Connections:	Total Number of Bedrooms Served:
Repair Comments:	

**NOTE:** Contact the DEH district specialist a minimum of two (2) working days prior to the start of OWTS installation to schedule an inspection. Inspections are upon DEH availability and are scheduled on a first-come, first-served basis.

**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. By signing this application, authorization is granted to agents of the Department of Environmental Health to enter the property during normal business hours to conduct any necessary investigations related to this project.**

Owner/Authorized Agent Signature

Print Name

Date

**Office Use Only**

Date Approved:

Approved by:

Existing Septic Permit #:

Construction 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.