



SEVEN STEPS TO OBTAINING A PERMIT AND APPROVED ON SITE SEWAGE FACILITY (OSSF)

1. A Certified Site Evaluator must conduct a site and soil evaluation and prepare a report.
2. Based on the soil & site evaluation, the appropriate OSSF system is chosen.
3. A plan is developed for the system and designs are drawn up and submitted with the site and soil report.
4. A permit application must then be completed and submitted with the planning materials mentioned in steps #1 and #3. **Along with Permit fee of \$210.00 for Residential and \$410.00 for Commercial.** (If system is aerobic, Affidavit to the Public must be signed and notarized and filed with County Clerk (**County Clerk's fee is \$20.00 and is separate from Permit Fee.**))
5. The Designative Representative will then have 30 days to review all the above information, and if acceptable, will issue an Authorization to Construct.
6. Licensed Installers or Apprentices (on some occasions, the Homeowner) will then begin constructing the OSSF system according to the approved planning materials and permit application.
7. The system will then be inspected by the Designative Representative and if constructed according to the approved plans, a Notice of Approval/Certificate to Operate will then be issued.