



How to Apply For a Sewage Disposal Permit

1. All parcels must be tested for suitability for installation of an on-site sewage disposal system (septic system). Commonly called a "perk" test, this soils testing is required before a permit can be issued to construct a system.
2. Check first to see if your property has been tested, as we have the results or perk testing for most parcels created after 1979. You will need to provide the Major or Minor Subdivision Number to assist us in location of this information.
3. If your parcel has not been tested, you will need to obtain a current list of qualified Site Evaluators to perform the testing on your property. This list is available in our office.
4. After the testing is done, the site evaluator will provide two copies of a Site Evaluation Report (SER). This report should contain a septic system design, soil information, and a plot map of the system. This report must include your Assessor's Parcel Number (APN) and approved county address, which can be obtained by calling (707) 463-4281. It also must have the consultant's stamp and signature.
5. If you want to apply for a permit, submit two copies of the Site Evaluation Report (SER) with the current fee to the Environmental Health Division. Your report is reviewed in the order in which it is received, and you will be notified by the inspector, when the report has been approved for issuance of the sewage disposal permit. Please be certain that your correct mailing address and telephone number are provided with the report.
6. After notification of approval, you may pay the current fee and apply for the permit. The permit may be applied for as Owner-Builder, or by a licensed contractor with a B, General Engineering, or C-42 license. If you apply as Owner-Builder, you are responsible for Workman's Compensation for any persons you hire. You or your contractor may apply by mail or in person.
7. A homeowner may install a standard septic system. Systems requiring extensive construction, pumping, pressure distribution, sand filters, or sand mounds may be installed only by qualified persons with the proper equipment.