

SEPTIC APPLICATION PROCESS STEPS



1. CONTACT A LICENSED ON-SITE WASTEWATER TREATMENT SYSTEM DESIGNER

They will evaluate your property, then complete and submit an Application for an On-Site Sewage System Permit.



2. A PERMIT TECHNICIAN WILL REVIEW THE APPLICATION FOR COMPLETENESS

- If your application is **complete**, you will pay the application fee and enter the queue for an Environmental Health Specialist to review.
- If your application lacks required items, your designer will receive a checklist of items that are lacking in the application. The application can be resubmitted upon addressing these items.



3. AN ENVIRONMENTAL HEALTH SPECIALIST WILL REVIEW YOUR APPLICATION

Your application will be reviewed for compliance with Snohomish Health District Code. With the exception of a repair or alteration permit, an on-site sewage system permit cannot be issued until a building permit is obtained.



4. APPLICATION STATUS

If your application is approved, an approval letter will be sent to you and your designer, which will be valid for 2 years. This application can be renewed for an additional 2 years based on the criteria stated on our website. If your application is not approved, a letter of explanation will be sent to you and your designer.



5. ONCE YOUR PERMIT IS ISSUED, YOUR SYSTEM CAN BE INSTALLED.

To obtain your permit, you must pay any applicable permit fees and submit all necessary supplemental documents. You will then need to contact your septic designer to request that the permit is issued to your certified installer. Your septic system must be installed by a certified septic installer and a list of certified installers can be found on our website.



6. AFTER INSTALLATION, YOUR SYSTEM WILL BE INSPECTED AND AN "AS-BUILT" DRAWING WILL BE CREATED

The installer will notify your designer that the job is complete. Your designer will inspect the installed system to make sure it matches the approved design. Your designer will then submit a final "As-Built" form and drawing to the Health District.



7. AN ENVIRONMENTAL HEALTH SPECIALIST WILL PERFORM A FINAL INSPECTION

Once an Environmental Health Specialist has inspected the system to ensure it complies with regulations, the "As-Built" form and drawing can be accepted. If any corrections are needed, you will be notified. If your system is approved, the process is complete.

ALL DONE!