

Yakima Health District On-Site Sewage System Program

ALTERATIONS / EXPANSIONS OF EXISTING SEPTIC SYSTEMS

An alteration or expansion of an existing septic system is most often required when the owner wants to change the design or layout of a structure. In the case of a residence, the addition of bedrooms may require an expansion of the drainfield, the installation of a new drainfield, or the installation of a whole new septic system. Changing how a structure is used may also require an alteration or expansion of the septic system (e.g. converting an office building to a full service restaurant). An addition to a structure may require that a portion of, or the entire septic system, be moved. This is also an alteration. **Any alteration or expansion of an existing septic system requires a permit from the Yakima Health District (YHD).** YHD staff may assist you in determining the capacity of your existing system and whether an alteration or expansion will be required.

- STEP 1:** Once it has been determined that an alteration / expansion of your existing septic system is required, make application to YHD for an “Alteration Permit.” The appropriate fee and the following information must be included with the application.
1. Tax parcel number for the lot.
 2. Site address and directions to the site.
 3. Phone number(s) so we can contact you for more information.
 4. A detailed plot plan to be submitted with the application (see sample plot plan).
 5. Copies of building permit application and plot plan from County Permit Services Office (this is not the plot plan described in #5). Be sure that all easements are shown on the County plot plan.
- STEP 2:** Also mark, flag and label **all** of the following:
1. Proposed corners of the addition to the structure (and the plumbing stub out if necessary).
 2. Existing water, irrigation, electric, natural gas, and any other utility lines.
 3. Property lines and/or easements.
- STEP 3:** Dig testhole(s) at the location of the proposed addition/expansion to the septic system (if required – see “Site & Soil Evaluation” guidelines.) **Be sure to inform the YHD field staff when the testholes are ready.** (Go to next step if testholes are not required.)
- STEP 4:** YHD field staff will evaluate soils in testholes and/or complete the site review. Upon completion of the site evaluation a “Site and Soil Report” will be issued. The report will contain information necessary for you to complete your design.
- STEP 5:** If the site is an owner occupied residence, you may prepare the design yourself (if a conventional / gravity flow septic system is required) or hire a Certified Designer or Professional Engineer to prepare your septic system design. If the site is not an owner occupied residence, you must hire a **Certified Designer** or Professional Engineer to prepare your septic system design. **YHD requires that a Certified Advanced Designer or Professional Engineer design all “Alternative” septic systems.** Upon completion of the design, submit it to YHD for review.

- STEP 6:** YHD field staff completes the design review and approves or denies the design. Once the design is approved a permit is issued. **Installation of the septic system cannot start until the permit is issued.**
- STEP 7:** You can pick up your permit and approved design at the YHD reception desk.
- STEP 8:** Install the septic system. A homeowner is allowed to install his or her own system once a year or contact a Licensed Septic System Installer. A list is included in the permit packet.
- STEP 9:** When the system installation is complete, contact your designer to inspect the installation. (The designer must approve the installation before you contact YHD for a final inspection.) Once the designer has inspected and approved the installation, contact YHD for a final inspection.
- STEP 10:** YHD field staff will complete the final inspection. A scaled “as-built” drawing will then be done by YHD staff and placed in the permanent file for future reference.
- STEP 11:** **After the system is installed and approved by YHD, a “clearance” will be issued.** The “clearance” can then be picked up at the YHD reception desk and taken to the County Permit Services Office. At this point the Building Permit may be issued.

After reading this material if you still have questions please call and speak with one of the field staff:

YAKIMA HEALTH DISTRICT

249-6508

or

1-800-535-5016 ext 508