

Yakima Health District On-Site Sewage System Program

NEW SEPTIC SYSTEM PERMITS **(Vacant lots with proposed new building)**

- STEP 1:** Apply for an on-site septic system permit at the Yakima Health District (YHD). 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:** Dig testholes on the lot at the location of proposed drainfield site and replacement area. (See "Site and Soil Evaluation" guideline.) Be sure to inform the YHD field staff that testholes are ready. **Go to next step if valid testhole data is already available for your lot.**
- STEP 3:** Mark, flag and label **all** of the following:
1. Proposed house site corners and plumbing stub out location (i.e. where the plumbing exits the building).
 2. Proposed well site.
 3. Property lines and/or corners.
- STEP 4:** YHD field staff will evaluate soils in the testholes and/or complete the site review. Upon completion of the site evaluation a "clearance" will be issued by YHD field staff. Pertinent information, including a "Site and Soil Report," will also be issued so you may complete your design.
- STEP 5:** You may then pick up the "clearance" at the YHD front reception desk and take it to the County Permit Services Office. At this point the Building Permit will be issued if all other requirements have been met.
- STEP 6:** You may design the on-site septic system yourself (if a conventional / gravity flow system is required) or you may hire a **Certified Designer** or Professional Engineer to complete the design. **YHD requires that all "Alternative" septic systems be designed by a Certified Advanced Designer or a Professional Engineer.** Submit the completed design to YHD for review.
- STEP 7:** YHD field staff will complete the design review and approve or deny the design. Once the design is approved a permit will be issued.
Installation of the septic system cannot start until the permit is issued.

- STEP 8:** Your permit and approved design can be picked up at the YHD reception desk. You must bring your Building Permit number with you or the permit will not be released.
- STEP 9:** 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 10:** 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 11:** YHD field staff will complete final inspection(s). A scaled “as-built” drawing will be done by the YHD field staff and placed in the permanent file for future reference.

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