

SEWAGE DISPOSAL SYSTEM APPLICATION INSTRUCTIONS

The following steps are to be performed by design professionals for onsite wastewater treatment systems (OWTS). Please be advised that Local Law #3 is in effect and compliance is required to obtain certification from our office.

Submit a complete application

1



In consultation with the property owner, complete the application for individual sewage treatment system and submit it to our office along with the appropriate application fee. Please note that applications may only be submitted from April 1st through October 1st.

Schedule a field visit for soil profile

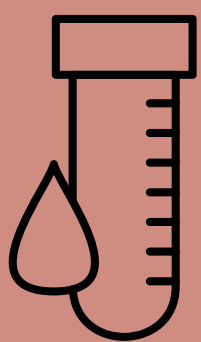
2



Upon receipt of the completed application, a representative from the Columbia County Department of Health will schedule a site visit with the engineer to confirm that the suitability of soils is consistent with the design that was submitted.

Perform a water absorption test (Percolation test)

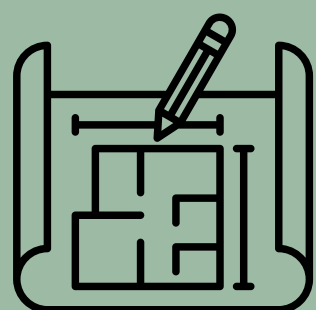
3



Licensed design professionals should refer to the NYSDOH Percolation Test Data Instructions when performing the water absorption test. This test does not need to be witnessed by the Department but is required when submitting plans for review and approval.

Prepare drawings

4



Refer to our on-site sewage disposal system plan requirements and on-site wastewater treatment system (OWTS) plan review checklist while preparing drawings to ensure compliance.

Submit drawings for review

5



Submit a minimum of three copies to the Columbia County Department of Health for review.

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6



Finalize plans

The Columbia County Department of Health will review the design for regulatory compliance and send back any questions or comments.

7



Issuance of approval

The Columbia County Department of Health will review plans and issue their approval. Most townships will require approved OWTS plans before issuing a building permit.

8



Obtain on-site inspection

Prior to backfilling or operation, construction must be inspected and approved by the Department and the supervising licensed professional.

9



Certify completion

Upon a satisfactory joint inspection, the licensed design professional will certify in writing that the completed system was installed in accordance with the approved plans and Part 75-A.

10



Finalization

The final construction approval shall be issued upon receipt of a certification in writing by the licensed design professional. This finalized document may be required by institutions lending money (mortgage) for the development of the land and/or the municipality's building department so that a certificate of occupancy (C of O) can be issued.

