

Jefferson County Environmental Health

615 Sheridan St. Port Townsend, WA 98368

360-385-9444

Septic Permit Application Instructions for New Septic Systems

1. **Contact a licensed septic designer and request a site evaluation.** The designer will assist you in choosing the most appropriate location for the septic tank and drainfield. A minimum of four (4) soil test pits must be dug. The holes should be at least 6’ deep and 50’ apart. Two holes should be in the area of the proposed drainfield and two holes in the proposed reserve drainfield. The designer will do a soil evaluation and draw up a sewage disposal system design.

Septic Designers are licensed by the State Department of Licensing. You can find a septic system designer in the phone book under SEPTIC or online.

2. Please complete all sections of the sewage disposal application and provide a map with explicit and clear directions to the site. The OWNER of the property must sign the application.

3. If soils appear clay-like, extremely hard or wet, it may be necessary to dig more soil test holes to find the best soils on the site. Additional review of the site through the Wet Season, January thru March, may be required, see JCHHS Policy#93-04 for additional information.

The licensed designer will evaluate the site and soils to determine the most appropriate system for your site. The soil requirements for the soil dispersal component of your onsite system in Jefferson County are as follows:

Gravity (Treatment Standard E).....48”

Partial fill pressurized drainfields.....36”

Mounds or sand filters (Treatment Standard B).....18”

Mounds preceded by sand filters (Treatment Standard A)..12”

Other systems that meet the treatment standards may also be considered by your designer.

4. Once the completed application, fee, and proposed design have been submitted, an environmental health specialist will schedule a time to visit the site. The purpose of this visit is to verify that the proposed design is appropriate and meets all State and County codes. Should revisions or additional information be required the environmental health specialist will direct questions to the designer. The homeowner will be copied on all correspondence.

5. To easily locate your property, place your name on a sign and affix to a post or tree in front of the site.

6. To avoid possible liability to yourself, the holes should be filled after the inspection.

7. Septic applications are routed to other agencies to be reviewed for compliance with their regulations. Additional fees may be charged by these agencies for review. Additional reports may be required. After review for environmentally sensitive areas and other applicable regulations, review of the septic system design and receipt of any required additional information; the sewage disposal permit will be issued. The permit is valid for a period of 3 years from the date of issuance.

BASIC REQUIREMENTS:

- Locate drainfield & reserve area no closer than 100 feet from any private well.
- Locate drainfield & reserve area no closer than 100 feet from surface waters.
- Locate drainfield & reserve area no closer than 50 feet from any cuts/banks/bluffs.
- Do not site drainfield or reserve area in areas of known high seasonal groundwater.
- Locate drainfield & reserve area no closer than 5 feet from property lines and no closer than 10 feet from house foundation.
- Prior to construction of the sewage disposal system, please have your installer contact your septic designer and the Health Department.

Additional setback requirements can be found in Washington State Code 246-272A, Onsite Sewage Systems. You can find it at the Department of Health Website (doh.wa.gov under publications) or at Jefferson County Public Health, 615 Sheridan.

8. Performance monitoring is required for all onsite sewage systems. This requirement can be met by either hiring a private contractor certified to perform O&M, a licensed designer or JCPH to submit the necessary reports. Homeowners may be eligible to complete some of the required inspections. An Operation and Monitoring Agreement shall be recorded to the property title prior to finalization of the septic permit.

See Jefferson County Code 8.15 Table 1 for the monitoring frequency required on your site. At a minimum Gravity Systems require monitoring every 3 years all others require annual monitoring.

NOTE: Any removal of or major disturbance of soil in the proposed or approved drainfield area may create site conditions that are unacceptable for the installation of a sewage disposal system.