



## NEW FOR 2027: PROPERTY TRANSFERS AND SALES

As of February 1, 2027, prior to property transfer or sale, an approved operations and maintenance provider must inspect the on-site septic system. Failure to obtain or maintain a current operational permit may delay property transfer inspections required in 2027.

## Why did I receive this letter and my neighbors did not?

In accordance with WAC 246 272A (0270), Spokane Regional Health District (SRHD) requires owners of on-site sewage systems to obtain and renew operational permits. You are receiving this letter because it is time to obtain or renew the permit for your on-site sewage system. Owners of systems consisting of a septic tank and gravity drainfield receive this letter and renewal form once every three years. Owners of all other on-site systems receive this letter and renewal form annually.

### What this means

To renew the permit, your on-site sewage system must first be evaluated to determine how well it's functioning, whether it needs maintenance, and whether it is in compliance with regulations and any permit requirements.

If your neighbor did not receive this letter, it may be because their system was installed prior to 1985, installed at a different time than yours, or they may have a different type of system.

## How often will I receive this letter and form?

SRHD is required by Washington state regulations to send this notice to property owners that have an on-site septic system that was installed or modified after 1985. The form is sent annually or every three years, depending on the type of septic system and when it was installed.

- If you have a conventional gravity on-site sewage system, you will receive this notice every three years.
- If you have a system that consists of more than a septic tank and a gravity drainfield, you do not have a conventional gravity system and will receive this letter and form annually.

## I have never received this letter and form before—why now?

If you have not been receiving renewal notices, it may be due to a change in reporting requirements, or that your renewable permit status became inactive due to a lack of response. SRHD's Liquid Waste program is working to reactivate all previously inactive renewable permits to ensure compliance with regulations.

## I thought I had a conventional gravity system, why am I getting this every year?

If your system consists of more than a septic tank and a gravity drainfield, you do not have a conventional gravity system and will receive this letter and form every year.



## I am connected to public sewer; why did I receive this?

If this property is now served by a public sewer, please contact our office so that we can update our records. Please email [liquidwaste@srhd.org](mailto:liquidwaste@srhd.org) and include your street address and parcel number. Please work with the utility or contact SRHD on how to properly abandon the septic tank or any sewage container that is part of the septic system when connecting to public sewer.

## What if I am not using the system?

Please make a note on the form that the system is not currently in use and send it back to our office. If the septic system is being abandoned, any septic tank, seepage pit, cesspool or sewage container must be properly abandoned by first pumping it out, removing or destroying the lid, and filling with soil or gravel. The abandonment must be inspected and verified by the public utility department or SRHD.

## Can I email this form back?

Yes, please email the completed form to [liquidwaste@srhd.org](mailto:liquidwaste@srhd.org).

## Do I need to send my septic system pumping records?

You do not need to include the pumper's report or a receipt. Please complete the form to include the last time that your system was pumped and inspected.

SRHD does not keep records of when your system was last pumped outside of what you report in the enclosed form.

## Where do I get a record drawing of my on-site septic system?

Please email [asbuiltrequest@srhd.org](mailto:asbuiltrequest@srhd.org) and include your address and parcel number. You can also leave a message at 509.324.1546. In your message, please include an address, parcel number, email address, and phone number.

## Can I get an extension?

Please complete the form and return it to our office. If you need more time to complete the form (for example, if weather and site conditions do not permit an inspection), please take it. You do not need to contact our office for permission.

## What is the cost?

SRHD does not charge a permit renewal fee. Fees may be charged by a permitted pumping company if they conduct the inspection. We ask that you complete the form and return it to our office.

## I have a restaurant and received a renewal letter; how often do I need to pump my system?

Letters for permit renewal for these facilities are sent annually. WAC 246-0272A-0275 states that the local health officer shall require annual inspections of food service establishments' on-site sewage systems and may require pumping as necessary.