

# On-site Sewage System Permitting Process

On-site sewage permit applicants can review the workflow below and associated tips to ensure a more seamless permitting process. Spokane Regional Health District (SRHD) Liquid Waste professionals make every effort to review proposals in a timely manner. Due to fluctuating workloads throughout the year, processing times can vary. SRHD applications are valid for five (5) years from the date of the application. If the project has not been completed by that time, a new application and additional fees may be required.

## Typical On-Site Sewage Application and Permitting Workflow

1. Property owners hire a licensed design professional to prepare a preliminary design of the project. **All Spokane County on-site sewage system projects that require a permit under WAC 246-272A must be designed by a licensed design professional, including building sewers, limited facilities, repairs, expansions, modifications, and complete systems.** *On-Site Sewage Designer List*
2. Design professional conducts a site evaluation, including inspection of test holes if a soil evaluation is required.
3. Applicant or design professional submits:
  - SRHD *On-site Sewage System Application*
  - Preliminary design with soil report (if applicable)
  - Application fee
4. SRHD reviews the preliminary design and conducts a site visit to verify the findings of the design professional. If test holes are backfilled or not properly excavated per L&I requirements, a reinspection and additional fee will apply. See *Chapter 296-155 WAC* for more information about test hole/test pit requirements.
5. SRHD mails a preliminary review letter to the applicant listing any requirements that must be met and items that must be submitted before the installation permit can be issued.
  - A building permit application or on-site informational review form may be required from the jurisdictional building and planning authority (**SRHD is a separate agency**). **It is the responsibility of the applicant to obtain any required permits/approval for project from the jurisdictional building and planning authority and provide applicable documentation to SRHD.**
6. Design professional submits final plans to SRHD for review.
7. Once the final plans are approved and all required items and fees are received, the installation permit is issued.
8. System is installed by an *SRHD-approved installer*.
9. Design professional conducts an inspection and notifies installer of any required corrections. Once approved, the design professional prepares a record drawing of the installed system and submits the drawing to SRHD.
10. SRHD conducts an inspection of the installed system prior to cover. **All projects must remain uncovered until final approval to cover has been issued by both SRHD and the design professional.** If an OSS is installed before an installation permit is issued or the system has been backfilled before a final site inspection is completed, an "Installation of OSS without Approval or Inspection" fee will be charged.
11. Once the system has been approved by SRHD, the operational permit is issued to the owner.

## Tips for Applicants and Design Professionals to Avoid Delays

- Complete all sections of the SRHD On-site Sewage System Application.
- Provide accurate directions to the project location, including any necessary access information (gate code, signage, etc.). If the site cannot be accessed with a two-wheel drive vehicle, contact SRHD Liquid Waste program to make other arrangements.
- Make sure that test holes have been properly excavated within the previous 30 days and field-marked/numbered. SRHD staff are prohibited from entering unsafe excavations.
- Verify that the on-site sewage system installer is SRHD-approved.

- Include all required design information and record drawings in accordance with WAC 246-272A. Any design revisions require resubmittal of the full design.
- **If a deed notice(s) will be required, the property owner(s) will need to come to SRHD to sign the notice before it is submitted to Spokane County Recording office. Fees will apply. The application and permit process will not move forward until this is completed.**
- Ensure that the system was installed according to the approved design before preparing the record drawing and submitting to SRHD.
- Send all correspondence, designs and associated documents to [liquidwaste@srhd.org](mailto:liquidwaste@srhd.org).

## 2024 Fees

Project Type	Application Fee	Permit Fee	Water Adequacy Review Fee – if required by Building and Planning Department
<b>Complete Residential System</b> New on-site sewage system, including replacement of an old or failing system.	\$770.00	\$870.00	\$160.00
<b>Commercial System</b> On-site sewage system serving a business or other non-residential building.	\$1060.00	\$920.00	\$160.00
<b>Building Sewer</b> Sewer line installation only	\$320.00	\$320.00	\$160.00
<b>Limited Facilities</b> Limited drain field expansion or tank replacement/relocation , etc.	\$320.00	\$320.00	\$160.00
<b>Subject to additional fees</b>			
<b>Additional plan submittal or revision</b>	\$320.00		
<b>Installation of OSS without approval or inspection</b>	\$320.00		
<b>Reinspection fee</b> New test holes, test holes not dug properly, etc.	\$320.00		

These are the most commonly incurred fees. Depending on the project, additional fees may be required. If so, the applicant will be informed after the application is received and the above process is initiated. Spokane Regional Health District’s Environmental Public Health division accepts MasterCard, Visa, Discover, checks, or cash. Beginning January 1, 2024, a 3.25% service fee will be added to all credit and debit card transactions. To avoid the service fee, we also accept payment by cash or check made payable to “SRHD-EPH”. Credit or debit card payments may be made over the phone by calling 509.324.1601.

**Water Adequacy Review** Chapter 19.27 RCW (State Building Code) requires that each building permit applicant of a building that necessitates potable water provide evidence of an adequate water supply for the intended use of the building. To assist the building department, for those projects proposing the use of a private water supply, SRHD conducts water adequacy reviews, prior to the issuance of a building permit. For additional information, see the SRHD Water Adequacy Informational Guide.



**Check with applicable building and planning departments to determine if project is affected by other rules, such as the Spokane County Critical Areas ordinance, Shoreline Master Program, etc., which may impact property development, including the on-site sewage system.**

**PLEASE BE ADVISED:**

For residential on-site sewage systems, the determination of the number of bedrooms is based on information provided by the on-site septic design professional. The classification of certain rooms within a home as bedrooms is determined by your local building department and not by SRHD.

Spokane Regional Health District assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. To file a complaint or to request more information, reasonable accommodations, or language translations, contact 509.324.1501 or visit [srhd.org](http://srhd.org).

