

The following on-site sewage system application and permitting workflow provides an overview of the steps required to obtain an installation permit for new systems or replacement, modification, or connection to an existing on-site septic system. This document also includes tips for avoiding delays and an overview of fees and other considerations.

Expected Timeline

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 in that time, a new application and additional fees may be required.

Typical On-Site Sewage Application and Permitting Workflow

Application Process

1. Property owners hire a licensed design professional or engineer 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, holding tanks, 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 submits:
 - SRHD [On-site Sewage System Application](#)
 - Application fee

Design Review and Approval

1. Licensed design professional or engineer submits preliminary design with soil report (if applicable).
2. 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 or test pit requirements.
3. SRHD sends a preliminary review letter to the applicant listing requirements that must be met and items that must be submitted before the installation permit can be issued.

BUILDING PERMIT APPLICATION OR ON-SITE INFORMATIONAL REVIEW

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 and approval for the project from the jurisdictional building and planning authority and provide applicable documentation to SRHD.

WATER ADEQUACY REVIEW

Chapter 19.27 RCW (State Building Code) requires that each building permit applicant of a building that requires 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.

4. Design professional submits final plans to SRHD for review.
5. Once the final plans are approved and all required items and fees are received, the installation permit is issued.

Installation and Approval

1. System is installed by an *SRHD-approved installer*.
2. Design professional conducts an inspection and notifies installer of any required corrections. Once approved, design professional prepares a record drawing of the installed system and submits the drawing to SRHD.
3. SRHD conducts an inspection of the installed system prior to cover.

ALL PROJECTS MUST REMAIN UNCOVERED

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.

4. Once the system has been approved by SRHD, the operational permit is issued to the owner.

Avoid Delays: Tips for Applicants and Design Professionals

- Complete all sections of the SRHD On-Site Sewage System Application.
- Provide accurate directions to the project location, including necessary access information such as a gate code or signage. If the site cannot be accessed with a two-wheel drive vehicle, contact the SRHD Liquid Waste program to make other arrangements.
- If the project crosses property lines or access roads, additional documents will be required.
- Make sure that test holes have been properly excavated within the previous 30 days and field-marked and numbered. SRHD staff are prohibited from entering unsafe excavations.
- Verify that an installation permit has been issued before installing the proposed on-site septic system.
- 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.

Change of Ownership

If the original applicant for an on-site system application or installation permit has changed, a new application must be submitted, and the administrative fee charged for change of ownership. The expiration date on the application or installation permit will remain the same. Additional fees may be assessed if the location or design change from what was originally approved.

On-Site Sewage System Fees (2025)

The following table illustrates the most common 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. SRHD accepts MasterCard, Visa, Discover, checks, or cash. A 3.25% service fee will be added to all credit and debit card transactions. SRHD accepts other methods of payment that do not incur a fee, including cash or check made payable to SRHD-EPH.



Project Type	Application Fee	Permit Fee	Water Adequacy Review Fee <i>If required by Building and Planning department</i>
Complete Residential System New on-site sewage system, including replacement of an old or failing system	\$1,000.00	\$890.00	\$180.00
Commercial System On-site sewage system serving a business or other non-residential building	\$1,220.00	\$1,060.00	\$180.00
Building Sewer Sewer line installation only	\$370.00	\$370.00	\$180.00
Limited Facilities Limited drain field expansion or tank replacement or relocation	\$370.00	\$370.00	\$180.00
Subject to Additional Fees			
Additional plan submittal or revision	\$360.00		
Installation of OSS without approval or inspection	\$360.00		
Reinspection fee For new test holes, test holes not dug properly, additional site visit	\$360.00		
Transfer of ownership fee If ownership changes during the application and permit process	\$90.00		

Other Considerations

Please review the following additional considerations when pursuing an on-site sewage system project.

Planning and Building Departments

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

Bedroom Classification

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.

