



Date: March 8, 2021

To: All Interested Parties

From: Randall Yun, Land Use Program Manager

Subject: Land Use Policy #2020-LU-001: Septic Permit Renewal

Purpose:

The purpose of this policy is to provide guidance on how to extend or renew an expired septic permit. At this time, a septic permit is valid for one (1) year from the date of issuance. It can be renewed for one (1) additional year.

Permit Extension Within The First Year:

1. A written request from the permit applicant or property owner is submitted to Environmental Health prior to the permit expiration date.
2. The applicant or owner must state that the site conditions have not changed since the original permit issuance date. Environmental Health staff will evaluate the sewage disposal design to be sure that it still meets all Land Use requirements. If changes have occurred and they effect the disposal system design, then corrections will need to be made to the design and or permit prior to approval. The consultant may need to be involved at this point. Once the review is completed, the permit can be renewed for one (1) additional year at NO charge.

Permit expired for 90 days or less:

1. A written request from the permit applicant or property owner is submitted to Environmental Health for permit renewal.
2. One half of the current permit fee is required.
3. A statement from the consultant is submitted that indicates that NO site changes have been made in the sewage disposal area that would affect the design.
4. Environmental Health staff will review the request and extend the permit for one additional year from the date it was originally approved if there are no concerns.
5. If a septic final inspection is called in for the expired permit, that inspection will not be completed by Environmental Health until the permit is renewed.

Permit expired for greater than 90 days:

1. The applicant or property owner must apply for a new permit and pay current full fees.

2. If the disposal system is a Special Design then the consultant must submit a new design certification.
3. For standard systems, a statement from the consultant must be submitted that indicates that NO site changes have been made in the sewage disposal area that would affect the design.
4. Environmental Health staff will review the request and issue a new septic permit that is good for one year.
5. If a septic final inspection is called for on an expired permit, that inspection will not be completed by Environmental Health until the new permit is issued.

Permit Expired After One Extension:

1. The permit cannot be extended for an additional year and must follow the requirements above for **"Permit expired for greater than 90 days"**.
2. There is NO 90 day grace period for an extended septic permit.

Permit Transfer:

The new owner of the parcel must make a written request for transfer of the permit upon the change of ownership. Expired permits are NOT transferable. They will require a new application, fee and design submittal.