

CLEAR CREEK COUNTY Public and Environmental Health	Permit Application Requirements and Procedures	Section 4
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1. Applicability

- A. No person or persons shall construct, install, alter, or repair a system within Clear Creek County unless such person holds a valid permit, issued by the health officer in the name of the property owner for the specific construction, installation, alteration, repair, or use proposed at the location described on the permit.
- B. A permit shall be required for the expanded use of an OWTS. The OWTS must be replaced or modified to handle the increased design flow unless it is determined that the existing system is adequately designed and constructed for the higher design flow rate.
- C. Minor repairs that will not negatively compromise that system’s integrity, design, or operation may be authorized by the health officer without the issuance of a permit, provided that the work will comply with all other aspects of these Regulations. Minor repairs include but are not limited to, repair or installation of vent pipes, observation ports, clean outs, sampling ports, distribution boxes, or less than five (5) feet of pipe. The health officer may require an inspection of the minor repair work.

2. Minimum Application Requirements

- A. An applicant shall submit a complete, written application on a form provided by the Department prior to installing, construction, altering, or repairing a system. Such application shall include the following forms and documentation:
 - 1. An application form containing:
 - a. Owner name and contact information;
 - b. Engineer and contractor name and contact information;
 - a. Physical address of the property and legal description;
 - c. Type of permit;
 - d. Type of system proposed; and
 - e. Type of water supply.
 - 2. The Report and Site Plan as detailed in Section 13.10, prepared by a professional engineer;
 - 3. The system design document as detailed in Section 13.11;

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4. A legible, accurate site plan drawn to scale which shows:
 - a. Property boundary measurements with an indication of north direction and ground slope direction;
 - b. Location of both existing and proposed structures, walks, driveways, and proposed site of the system showing percolation test hole locations; and
 - c. Location of pertinent physical features on subject property and on adjacent properties as noted in Table A-1 of Appendix A.
5. When specific evidence suggests undesirable soil conditions exist, additional hydrological, geological, engineering, or other information may be required to be submitted. This requirement shall not prejudice the right of the Department to develop its own information from its own sources at its own expense.
6. Full fees pursuant to Section 3.12 shall accompany all OWTS permit applications; and
7. Other information, data, plans, specifications, and tests as required by the health officer.

3. Site and System Identification

- A. Before applying for an OWTS permit, the applicant shall ensure the following:
 1. The site shall be marked at the primary road access by a sign showing the property address in compliance with the Clear Creek County Addressing Policy;
 2. The corners of the property shall be marked with stakes set. The stakes shall have an exposed height of not less than two (2) feet and high visibility markings.
 3. The corners of the proposed soil treatment area shall be marked with stakes with an exposed height of not less than two (2) feet and high visibility markings. The stakes shall be marked to show that it represents the location of the soil treatment area; and
 4. If the onsite well has not been drilled, the well location or minimum well setback shall be marked by a stake with an exposed height of not less than two (2) feet. The stake shall be marked to show that it represents the location of the well.

4. Application Review and Permit Issuance

- A. The health officer will determine whether the information provided in the permit application, site and soil evaluations, assumptions and calculations, and design of the proposed OWTS are in

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compliance with the requirements of the OWTS Act and these Regulations. If the submittal is determined to be in compliance with these Regulations, a permit will be issued.

- B. The permit will set forth the conditions relating to the installation, operation and maintenance of the system, including but not limited to, effluent testing, cleaning, or maintenance schedules or other special conditions.
- C. Unless specifically addressed in a permit condition, construction, installation, alteration, or repair of an OWTS shall otherwise be governed by all aspects of these Regulations.
- D. Prior to the approval of any permit, best management practices (BMPs) for erosion and sediment control shall be installed and maintained in accordance with the Clear Creek County Best Management Practices Manual.
- E. The permit shall expire one (1) year from the date of issuance, unless the renewal of a permit has been approved.

5. Changes in Plans or Specifications

- A. Any change in plans or specifications of the OWTS after the permit has been issued invalidates the permit unless the health officer has reviewed and approved the changes in writing.

6. Denial of a Permit

- A. If the health officer determines that the proposed system does not comply with these Regulations, the health officer will deny the permit.
- B. Written notice of the denial of a permit application will be given to the applicant by personal service or registered or certified mail, return receipt requested. Service will be complete as to the date of the certificate of mailing or hand delivery. The notice of denial will include reasons why the permit application was denied.
- C. The applicant can appeal the denial of the permit or request a variance pursuant to Section 11 of these Regulations.
- D. The denial shall become final upon the expiration of time for filing an appeal or a variance under Section 11 or when final action is taken on the appeal or variance, whichever is later.

7. Renewal of a Permit

- A. An unexpired permit may be renewed one time for one (1) year upon written request if:
 - 1. The original permit has not expired;

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2. There have been no changes in the plans and specifications of the proposed system as set out in the original application;
3. The surrounding land, its use, or zoning have not changed so as to cause the original application not to be acceptable under these Regulations; and
4. Full fees pursuant to Section 3.12 shall accompany all OWTS permit applications.

8. Inspections

- A. During the installation of the OWTS, an inspection will be performed and approved by the health officer prior to back-filling for each stage that requires an inspection as specified in the permit.
- B. A maximum of five (5) inspections by the health officer will be permitted for each permit free of additional charge. Additional inspection fees will be assessed for each inspection after the fifth inspection.
- C. When each required inspection stage has been completed, the applicant or licensed Systems Contractor shall provide notice to the health officer and request an inspection. The notice and request for inspection shall be given at least one (1) business day prior to the requested inspection date. Inspections will be conducted by the health officer as soon as possible after the request is made. Inspections will not be conducted on days the county offices are closed.
- D. The applicant or licensed Systems Contractor shall assure reasonable and safe access for the inspection of any excavation required in the installation of the permitted system. For the purpose of these Regulations, a ladder is not considered reasonable and safe access.
- E. The inspection card shall be conspicuously posted at the job site. If the inspection card is not posted, an inspection will not be conducted and the applicant will be charged for additional inspections pursuant to Section 4.8.B. A fee for lost or missing inspection cards will be assessed.
- F. If any inspection reveals any deviation from the design of the permitted system or change in the proposed water supply, or if any aspect of the system fails to comply with the permit, no further progress shall be made under the permit until written approval by the design engineer is submitted to and approved by the health officer pursuant to Section 4.5.
- G. Under certain circumstances and upon prior approval by the health officer, if an inspection other than final inspection cannot be completed by the health officer, the design engineer for the system may perform one (1) inspection on behalf of the health officer. The inspection shall be documented by the design engineer in a report containing the engineer's stamp and the report shall be submitted to the Department prior to next required inspection.

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- H. If upon final inspection, the health officer finds the system is installed in accordance with these Regulations and the permit conditions, has received the design engineer certification and as-built and all pertinent fees have been remitted, the health officer will approve the completed system.
- I. No OWTS shall be placed in use without a final inspection by the health officer.

9. Design Engineer Certification of Installations

- A. Prior to final approval of the system, the design engineer shall certify that the system was constructed in accordance with the permitted design and submit written approval to the health officer. The certification shall include, but not be limited to:
 - 1. Suitability of in situ, imported, or reconditioned site materials to provide adequate treatment of the effluent;
 - 2. Verification of the location of water table;
 - 3. Proper installation and operation of any pumps, siphons, or other mechanical or electrical appurtenances, if applicable;
 - 4. Proper installation of sampling and/or monitoring equipment, if applicable;
 - 5. Suitability of blasting in conformance with the submitted blasting plan, if applicable;
 - 6. Name of the licensed Systems Contractor who installed the system;
 - 7. Name of the service provider, if applicable; and
 - 8. Any other information required by the health officer.
- B. The engineer shall also provide an as-built, as detailed in Section 4.10.

10. As-Built Drawings

- A. Prior to final approval of the system, a scaled drawing shall be provided to the health officer by the design engineer showing the OWTS as installed or altered. Items shown on the as-built drawing should include at a minimum:
 - 1. Property boundary measurements with an indication of the north direction;
 - 2. Location of all dwellings from findable points;

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3. Location of septic and dosing tanks and depths and their capacities and manufacturer names and models, as available;
4. Soil treatment areas and their dimensions, including depths;
5. Any clean outs, vent pipes, observation ports, diverter valves, or any appurtenance associated with locating and maintaining the system and its components;
6. Location of the water well or cisterns; and
7. Location of dry wells, infiltrator wells, or any other feature that may affect the system, as available.

11. Disclaimer

- A. The issuance of any permit and specifications of terms and conditions therein shall not constitute assumption of liability, nor create a presumption that the Board of Health, Department, or its employees may be liable for the failure or malfunctioning of any system. Permit issuance shall not constitute a certification that the system, the equipment used in the system or any component used for system operation will ensure continuous compliance with the provision of these Regulations or the OWTS Act or any terms and conditions of a permit.