



HEALTH DEPARTMENT APPROVALS

To construct a new building or add on to an existing building you will need an approval from the **Jefferson County Health Department** if the building is on a **septic** system. Please refer to [Jefferson County Onsite Sewage Disposal](#) webpage for requirements.

> Application for On-Site Sewage Disposal Permit

Minimum Requirements for a New Septic Tank System

- A fully completed application and a construction plan layout with three (3) copies of the proposed septic tank system.
- The application fee (please contact Health Department for correct amount).
- Your application and construction plans must be signed by an Engineer, Land Surveyor, or Professional Soil Classifier (except for conventional on-site sewage disposal systems, such as a port-o-let).
- The construction plans must have a minimum scale of 1" = 50'; large tracts of land may be submitted on a scale of 1" = 100' or 1" = 200' with construction details at 1" = 10' and shall include the following:
 - a. Legal Description
 - b. Lot dimensions
 - c. The location of the proposed dwelling unit, including all decks, sidewalks, driveways, and any other structures (existing and proposed) or other improvements, such as but not limited to, garages, barns, swimming pools, and retaining walls.
 - d. Any anticipated excavation or fill of soil.
 - e. The secondary disposal site of any soil excavation.
 - f. Elevations and direction of existing or proposed slopes, including surface drainage and direction of stormwater flow(s).
 - g. The location of all known testing, including soil inspection pits and percolation (perc) tests.
 - h. All underground utilities.
 - i. A vicinity map with landmarks.
 - j. Flood prone areas, such as floodways or floodplains.
 - k. Any existing or proposed easements.
 - l. Any wells (potable or irrigation) within 100 feet of the proposed septic system that are active or inactive.
 - m. Any other information as required by the Health Department.

Note: Health Department Approvals are only valid for 1 year from the date of issuance. Health Department Approvals are required to obtain a Building Permits in Jefferson County for properties that are not connected to sewer.



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Minimum Application Requirements to use an Existing Septic System

To receive a “**Permission to Use Existing System**” from the Health Department, the septic system must have been cleaned in the last five (5) years. Approval criteria includes:

- The number of additional bedrooms (This may require additional septic field lines)
- Septic Tank Material (if the tank was constructed with concrete blocks, metal, or any material that is not water tight, the septic tank will need to be upgraded to a system that meets current regulations)

Approvals other than single-family residential

Any commercial, multi-family (condominiums or apartments), major subdivision development, mobile home park, or industrial use must contact the Health Department before beginning any work on the property. The Health Department has information available on their website with current regulations.

Please refer to [Jefferson County Onsite Sewage Disposal](#) webpage for requirements.

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