

A Guide to the Sewage Treatment System (STS) Permitting Process

New construction of previously undeveloped lot:

1. Upon receiving a site & soil evaluation (SSE) application, a Summit County Public Health (SCPH) sanitarian will compile records and maps of area and contact the applicant within 5 days to schedule a site and soil evaluation.
 - a. Sanitarian will visit site to conduct a site evaluation and identify potentially usable area(s) for septic system.
 - b. Applicant must arrange for an excavator to meet sanitarian on site to conduct soil evaluation.***
2. Data from SSE will be compiled into a report and sent to applicant.
3. Applicant shall have a topographic site improvement plan created based on SSE report and submitted to sanitarian for approval.
4. Applicant shall have a septic design plan created based on SSE report and submitted to sanitarian for approval.
5. Upon approval of both plans, a STS permit application may be submitted to SCPH.
6. A registered contractor may initiate installation of STS after permit is issued by SCPH.
7. After a final inspection is conducted by the sanitarian and all accompanying paperwork is submitted to SCPH, the STS may be approved.

Replacement of an existing sewage treatment system:

1. Upon receiving a site & soil evaluation (SSE) application, a Summit County Public Health sanitarian will compile records and maps of area and contact the applicant within 5 days to schedule a site and soil evaluation.
 - a. Sanitarian will conduct a site evaluation of the property to determine if there is potentially usable area for a septic system and if further soil testing is required.
 - i. If further soil testing is required, applicant must arrange for an excavator to meet sanitarian on site to conduct soil evaluation.***
2. Data from SSE will be compiled into a report and sent to applicant.
3. Applicant shall have a septic design plan created based on SSE report and submitted to sanitarian for approval.
4. Upon approval of septic design plan, a STS permit application may be submitted to SCPH.
5. A registered contractor may initiate installation of STS after permit is issued by SCPH.
6. After a final inspection is conducted by the sanitarian and all accompanying paperwork is submitted to SCPH, the STS may be approved.

Alteration to an existing sewage treatment system:

1. If a registered septic contractor determines that only a septic component needs replaced, an alteration to the existing system may be pursued by submitting a septic design plan.
2. Upon approval of septic design plan, a STS permit application may be submitted to SCPH.
3. A registered contractor may initiate installation of STS after permit is issued by SCPH.
4. After final inspection is conducted by the sanitarian and all accompanying paperwork is submitted to SCPH, the STS may be approved.
5. A registered contractor may initiate installation of STS after permit is issued by SCPH.

***In lieu of a health department evaluation, applicant may opt to have a certified soil consultant conduct the soil evaluation