

Wastewater (Septic) Treatment Installation Guide for Homeowners

1st STEP

- **Homeowner** fills out Permit Application form and returns it with fee (\$250) to Union County Environmental Health Office
- **Homeowner** uses Provider Sheet to select a provider to complete soil analysis/perc test.
- **Homeowner** arranges to have the soil analysis/perc test completed by professional soil scientist or registered professional engineer
- **Homeowner** hires a Licensed Engineer to design the system if home is **more than 6 bedrooms or 900 gallons per day.**

2nd STEP

- Union County Environmental Health Office receives a copy of the soil analysis/ perc test & Engineer design if required
- Union County Environmental Health Office conducts a site evaluation
- Union County Environmental Health Office issues homeowner a permit to build (homeowner receives a packet of information with system requirements and approved permit)

3rd STEP

- **Homeowner** selects a registered contractor to build the system (or homeowner plans to build themselves-and they have completed required classes and submitted documentation)
- If **alternative system** requires maintenance contact- **Homeowner** selects a maintenance provider and supplies Union County Environmental Health Office with a copy of the contact
- Union County Environmental Health Office conducts a pre-construction meeting with the contractor and or the homeowner to go over requirements

4th STEP

- Contractor Builds system
- Union County Environmental Health Office conducts inspection and gives approval when and if the system is installed correctly
- Union County Environmental Health Office sends homeowner letter that system has been approved and a drawing on installed system. Also adding in system care instructions.