

Office Use Only
Date _____
Fee _____
Recpt _____
Check _____
Case # _____

**MONITORING INSPECTION**

Draw a current plot plan using the attached form showing location of:  
Buildings, Drainfields, Septic Tanks, Wells and other items identified on the form.

**ALL SPACES MUST BE FILLED IN. If information is not available enter (NV) or not applicable (NA).**

- | Type of Evaluation   | Reason for Evaluation   |
|--|---|
| <input type="checkbox"/> Evaluation of on-site sewage system           | <input type="checkbox"/> Routine Operation and Monitoring Inspection            |
| <input type="checkbox"/> Evaluation of drinking water                  | <input type="checkbox"/> Real Estate transaction                                |
| <input type="checkbox"/> Evaluation of on-site sewage & drinking water | <input type="checkbox"/> Complete a Permit # _____                              |
|  | <input type="checkbox"/> Building Permit Review and/or no septic permit on file |
|  | <input type="checkbox"/> Other , explain _____                                  |

Date of evaluation \_\_\_\_\_ Inspected by \_\_\_\_\_

Tax Parcel # \_\_\_\_\_ Permitted System \_\_\_yes \_\_\_no Permit/case # SEP

Subdivision, Division, Block and Lot(s) \_\_\_\_\_

Lot Size \_\_\_\_\_ Acres or Dimensions \_\_\_\_\_ X \_\_\_\_\_

Current Owner \_\_\_\_\_

Site Address \_\_\_\_\_

Owner Phone # \_\_\_\_\_

Previous property owner name(s) - (N/V if not known) \_\_\_\_\_

Directions to Site \_\_\_\_\_

Date System Installed \_\_\_\_\_ Age of Dwelling \_\_\_\_\_ # Bedrooms \_\_\_\_\_

House Occupied \_\_\_\_\_ yes \_\_\_\_\_ no, vacant how long? \_\_\_\_\_

Who installed system? \_\_\_\_\_

**Send completed report to:**

Owner

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone/email/fax \_\_\_\_\_

Realtor or Other Representative

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone/email/fax \_\_\_\_\_

**Include the following items on the site plan**

- Property boundaries
- Names of adjacent streets
- Driveways and parking areas
- Surface water (ponds,creeks, etc)
- North Arrow
- Drainfield area if known
- Septic tanks and/or Pump chamber
- Wells w/distance to OSS components
- Buildings-residence, sheds, garages, etc

Case # \_\_\_\_\_

Parcel # \_\_\_\_\_

Address \_\_\_\_\_

Prepared by \_\_\_\_\_

Date Prepared \_\_\_\_\_



## Requesting and preparing for a septic system monitoring inspection

See current fee schedule for fees

Request a copy of any existing onsite sewage permits/records for the property. You can get any septic system records that have been scanned and are available online by following the instructions at:  
<http://jeffersoncountypublichealth.org/index.php?permit-files-online>

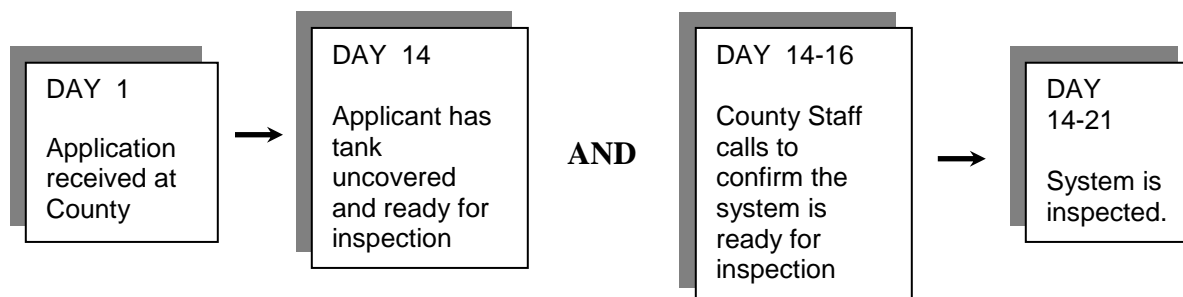
### Complete the Application

- The answers generally need to come from the property owner and all blanks must be filled in or marked NA if the information is not applicable or NV if the information is not available (for example the designer or installer is not known). You may approximate the year the house was built if it is very old.
- Check the box for the Type of Evaluation being requested.
  - Evaluation of the Drinking Water supply is not required by the Health Department under current code but is frequently required by the buyer or lending institution. They don't necessarily require the Health Department to do the inspection of the water supply, sometimes they accept a water sample result from the owner or other 3<sup>rd</sup> party.
- Check the box for the Reason for the Evaluation.
- Submit an up to date plot plan. **It needs to be accurate.** Locate elements in relationship to each other. An exact scale drawing is not necessary. APPLICATIONS WITHOUT A CURRENT PLOT WILL BE RETURNED. See the blank site plan attached to the application for additional info.

### To prepare the site:

- **Please do not have the tank pumped prior to the evaluation**
- The soil must be removed from the inlet and outlet on the top of the tank and the lids loosened within 14 days (2weeks) following the date of application. In other words, if you apply on the 1<sup>st</sup> of the month be sure to have the tank exposed for inspection by the 14<sup>th</sup>. If staff can schedule the inspection earlier we will contact you.
- **Inspections are scheduled during the 3<sup>rd</sup> week following application. Staff will contact the owner/representative a few days after receipt of the application to schedule the date.** In the case above it would be scheduled between the 15<sup>th</sup> and the 21<sup>st</sup>.
  - If staff scheduling allows an earlier inspection we will contact the owner or owners representative to see if the tank can be exposed earlier and schedule a date.
  - In all cases staff will call 2 – 3 days ahead of the inspection to confirm that the system is ready for the scheduled inspection. If you know that the buyer or a representative wants to be present at the inspection please put a note with the application when it is submitted.

- If there are decks, driveways or concrete slabs over the inlet and/outlet these must be removed to allow full access to the tank for inspection. A deck does not generally need to be removed if it is more than 4 feet off the ground.
- At no time should the lids be removed from the tank, this creates a hazardous situation and liability for the owner. The owner may cover the exposed area with plywood or tape it off with ribbon for increased safety. Lids must be loosened but remain in place.
- Be sure to remove the soil/uncover all tanks on the site. For example: if there is a separate gray water system for the house or; if there is plumbing in the garage that has its own tank that is transported (via an underground transport pipe) to the drainfield or; if there is a second residence or accessory dwelling unit (ADU) on the site that has its own system. **Each completely separate system serving a separate residence or ADU requires its own application form, plot plan and fee.**



## Problems identified during inspection?

The completed monitoring inspection will be sent to the owner/applicant and filed to *onlineRME*, the website that stores all professional monitoring inspections since 2007.

If deficiencies are identified during the inspection or the septic system is found to be failing or surfacing on the ground a Notice will be sent to the property owner and corrections or replacement required as determined by the Health Department Staff and/or designer.

Other items that may result in recommended or required corrections or a Notice of Violation are observation of structures, parking or driving over the drainfield or designated reserve area, damage to system components, increase in the number of bedrooms over what was permitted.