Eastern Idaho
**Public Health**

**Prevent. Promote. Protect.**

**ENVIRONMENTAL HEALTH**
1250 Hollipark Drive
Idaho Falls, ID 83401
OFFICE (208) 523-5382
FAX (208) 528-0857

# SEPTIC PERMIT APPLICATION CHECKLIST

**Below is a checklist of items that need to be provided to Eastern Idaho Public Health (EIPH) in order to process a septic permit application. Please check off each item prior to submitting your paperwork and fee.**

**New and Replacement Septic System**

____ Front page of the application is **COMPLETELY** filled out (including legal description and proposed disposal system, **AND it is signed and dated**).

____ Scaled plot plan with measurements is included*. Please be sure to show lot boundaries and primary **and** replacement area for system. Please include all buildings on property.

____ Structure floor plans are included* (8 ½ x 11 size preferred). These will become part of our records and will not be returned to you.

____ Information page has been read, understood, and signed. **Must be turned in with your application**.

____ If an Extended Treatment Package System is chosen, a signed and notarized (with instrument number) O&M entity membership agreement must be in place before permit will be issued. This membership agreement must be specific to your chosen system type.

____ Payment must be made when application is turned in to the EIPH office.

**If replacement system, may be waived by EIPH's Environmental Health Specialist*.

**Onsite Only**

____ Draft sketch plan of proposed layout for lot.

____ Application completely filled out, including potential number of bedrooms or gallons per day.**

***Onsite inspection does not guarantee issuance of a permit and does not preclude septic process listed above should you decide to buy/build on property.*

**No application or payment will be accepted unless ALL of the above are completed and included.**

| | | | | |
|---|---|---|---|---|
| **Bonneville & Clark Counties** | **1250 Hollipark Drive** | **Idaho Falls, ID** | **83401** | **(208) 523-5382** |
| **Custer County** | **1050 N Clinic Road Suite A** | **Challis, ID** | **83226** | **(208) 879-2504** |
| **Fremont County** | **45 S 2nd W** | **St. Anthony, ID** | **83445** | **(208) 624-7585** |
| **Jefferson County** | **380 Community Lane** | **Rigby, ID** | **83442** | **(208) 745-7297** |
| **Lemhi County** | **801 Monroe** | **Salmon, ID** | **83467** | **(208) 756-2122** |
| **Madison County** | **314 N 3rd E** | **Rexburg, ID** | **83440** | **(208) 356-3239** |
| **Teton County** | **820 Valley Centre Drive** | **Driggs, ID** | **83422** | **(280) 354-2220** |

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# SEPTIC PERMIT INFORMATION SHEET

**FEES**:

| | |
|---|---|
| $ 600.00 | Individual System Permit (New) |
| $ 400.00 | Individual System Permit (Expansion, Remodel) |
| $ 400.00 | Individual System Permit (Repair, Failed) |
| $1,500.00 | Central/Large Soil Absorption System Permit (New) |
| $ 750.00 | Central/Large Soil Absorption System Permit (Repair) |
| $ 250.00 | Tank Only & Vault Privy Permit |
| $ 50.00 | Permit Renewal |
| $ 200.00 | Speculative Site Evaluation (Evaluation of property when permit is not requested; i.e., for potential purchase of property.) The fee may be credited toward the permit fee if requested within one year. |

**NOTE -- NO APPLICATION WILL BE PROCESSED WITHOUT SCALED OR DIMENSIONAL PLOT PLAN AND BUILDING PLAN. (Board of Health Policy)**
**ALL documents submitted in the application package are considered part of the permit and are enforceable.**

**PROCESS:**

1. Submit Application for Permit: **Completely fill out** application, submit with plot plan and building plan. Applications cannot be processed without payment of fee. **No payments can be taken in the field.**
2. Schedule Site Evaluation: An Environmental Health Specialist (EHS) must go on-site in order to evaluate the application and to assess the situation before issuing the permit. A representative must meet the EHS at the site to answer any questions. (Test holes may be required to determine soil type, limiting layer, or water level, etc.)
   **Plan on a minimum of ten to twelve working days for processing of application.**
3. Permit Issuance: When the permit is ready, the applicant will be called and can come to the office to pick up the permit. The septic permit will be required to get a building permit from Planning and Zoning. A copy of the permit must also be given to the licensed installer, who will then be able to install the system. (**The permit is valid for one year**. **It can be renewed prior to the anniversary date at an additional cost of $50.00.)**
4. Construction of Septic System: When a licensed installer has a copy of the permit, construction can begin. The system must be installed in accordance with the issued permit. **Any changes must be approved by Eastern Idaho Public Health prior to changes being made.**
5. Final Inspection Mandatory: It is necessary to have the system inspected by an Environmental Health Specialist prior to covering in order to determine if the system was installed in accordance with the issued permit. It is the owner's or installer's responsibility to call for final inspection. **Systems covered prior to final inspection will be required to be uncovered for final inspection.**
6. Permit is transferrable within the first year (not applicable on renewed permits). Eastern Idaho Public Health must be informed of the transfer immediately.

**THINGS TO REMEMBER:**

1. Septic systems **MUST** be installed by a licensed installer. A list of installers can be obtained from your local health district office. Homeowners can only install their own septic system if it is a standard system.
2. No changes to the system specifications stated on the permit can be made without prior approval from Eastern Idaho Public Health.
3. Septic systems (tank and drainfield) **MUST BE INSPECTED PRIOR TO COVERING**.
4. **If the system is not inspected prior to covering, the installer or owner will be asked to uncover the system for inspection. This may cause more expense as system may become damaged if disturbed**.
5. **PERMIT MAY BE RENEWED if not completed within one year (see PROCESS # 3 above). It is your responsibility to remember to renew the permit prior to the anniversary date.**

**SAVE TIME:**

1. Avoid unnecessary delays by filling out the application form completely. Be sure to include a mailing address and phone number for the owners and, if applicable, a phone number for the contact person (builder and/or installer).
2. **Eastern Idaho Public Health requires 48 hours' notice to schedule an inspection**.

I have received, read, and understand the above information.

**Signed:**_____ **Date:**_____

**E-mail Address:**_____

# APPLICATION-Subsurface Sewage Disposal

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Idaho Public Health Districts

Site Fee:_____ Date:_____

Permit Fee:_____ Document #:_____

Receipt #:_____ (Official Use Only)

Parcel #:_____ Acres:_____

Property Address (If available):_____ City:_____

Legal Description: Township:_____ Section:_____ Range:_____ County:_____

Subdivision:_____ Lot:_____ Block:_____

Directions (nearest crossroad):_____

_____

_____

Applicant's Name:_____ Date:_____

Mailing Address:_____ Phone #:_____

City:_____ State:_____ Zip Code:_____

Applicant is: ☐ Landowner ☐ Contractor ☐ Installer ☐ Other:_____

Owner's Name:_____

Mailing Address:_____ Phone #:_____

City:_____ State:_____ Zip Code:_____

| |
|---|
| Type of Septic Installation: ☐ New ☐ Upgrade/Enlargement ☐ Replacement ☐ Tank Only |
| Proposed Usage: ☐ Residential ☐ Non-residential ☐ Other (i.e. barn, shop, etc.):_____<br>☐ Central (more than two dwellings) ☐ Large Soil Absorption (2,500 gal/day or ten or more dwellings) # of Units:_____ |
| Is there an existing structure on this parcel? ☐ Yes ☐ No Year Built:_____ |
| Number of Bedrooms (residential only):_____ Number of Bathrooms:_____<br>Number of People:_____ Square Footage:_____ Garbage Disposal? ☐ Yes ☐ No<br>Non-Residential Flow Design: Average [gallons per day (gpd)]:_____ Peak (gpd):_____ |
| Foundation Type: ☐ Basement ☐ Crawl Space ☐ Split Level ☐ Slab |
| Property is located: ☐ Inside City ☐ Inside County |
| Zoning certificate or other county documentation submitted? ☐ Yes ☐ No ☐ N/A |
| City sewer or central wastewater collection system 200 feet or less to structure? ☐ Yes ☐ No |
| Water Supply: ☐ Private Well ☐ Shared Well (Non-Public) ☐ Public Water System, Number:_____ |

SIGNATURE:_____ DATE:_____

By my signature above, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should evaluation disclose untruthful or misleading answers, my application may be rejected or my permit canceled. I accept the responsibility to notify the Health District of any changes to the above information if performed prior to completion of the permitted system. I hereby authorize the Health District to have access to this property for the purpose of conducting a site-evaluation. I understand that this application and the subsequent permit is non-transferrable between property owners and/or project sites. I understand that the application will expire one (1) year from date of purchase. The permit, when issued, may be renewed if the renewal is applied for on or before the expiration date.

**Revision date 5/20/2010**

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# INFORMATION ON SUBMITTAL OF PLOT PLANS AND BUILDING PLANS FOR SEPTIC PERMITS

On March 22, 2007, Eastern Idaho Public Health's Board of Health adopted a policy which requires the submittal of a scaled or dimensional plot plan and building plans with any septic application. This policy started April 6, 2007, and was made to help ensure better accuracy in the sizing of septic systems.

The scaled or dimensional plot plan should include: adjacent properties to illustrate the location and size of all existing and proposed wastewater systems, including disposal field replacement areas; location of all existing water supply system features (wells); location of all surface waters; location of scarps, cuts, and rock outcrops; land elevations, surface contours, and ground slopes between features of interest; property lines, easements, and rights-of-ways; and location and size of buildings and structures.

For the building plans, drawings are needed that will show the number of potential bedrooms for residential applications, and workstations, accommodations (such as showers, break rooms, kitchens), and process areas and their fixtures for commercial applications.

If you have the paperwork prepared to submit to the local Planning and Zoning Department for a building permit, please bring that in and we will make copies of the applicable information.

For further information, please contact the Environmental Health Specialist for the county in which you live. The addresses and phone numbers are listed below.

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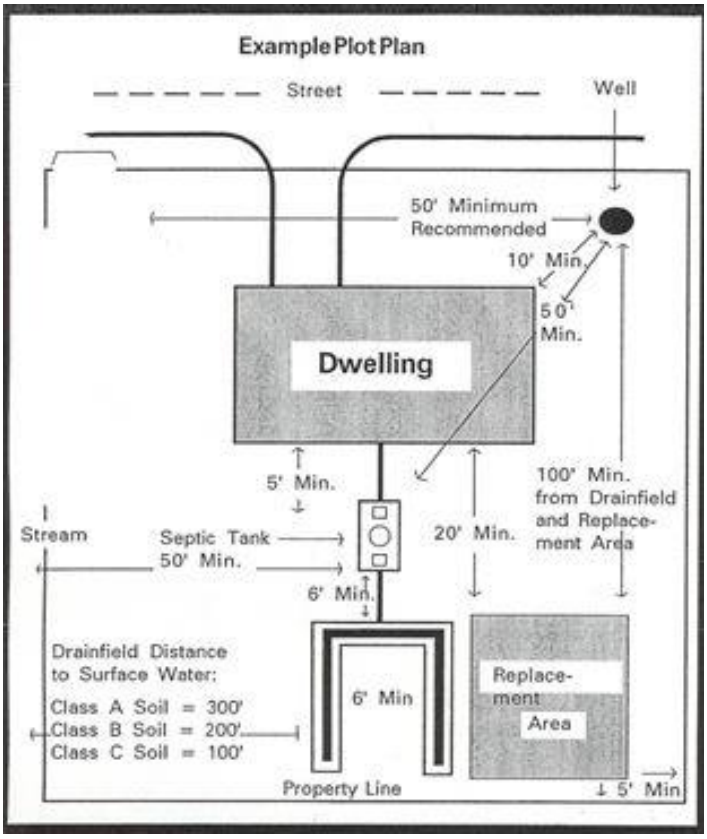
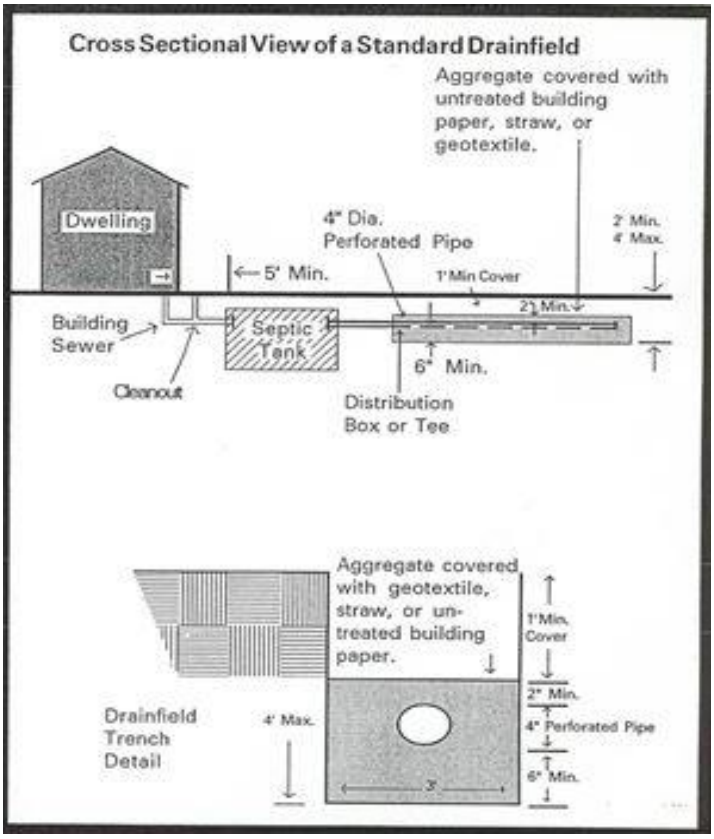
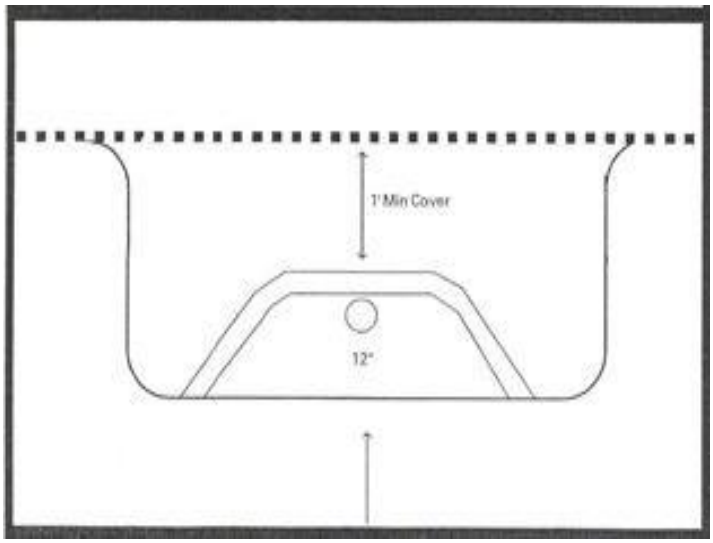
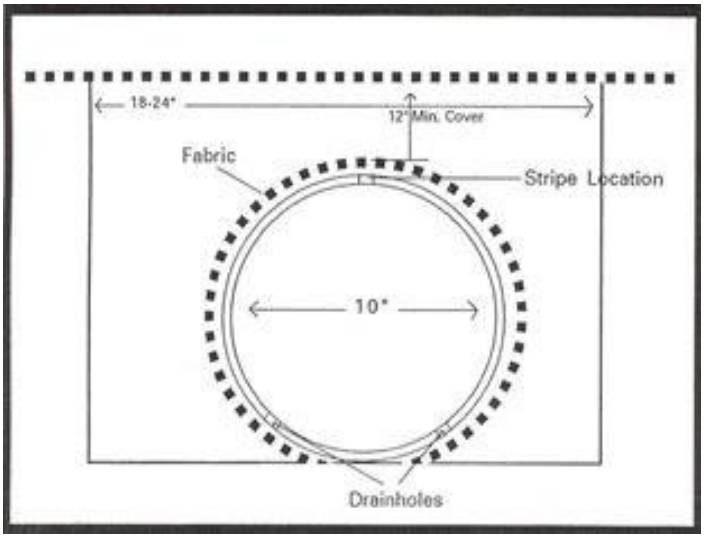
# Dimensional Requirements




Gravelless Chamber (Dome) Pipe




Cross Section of Typical Gravelless Drainfield Trenches (10" Gravelless Pipe)