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**SEPTIC PERMIT RENEWAL LIMIT/REFUND REQUESTS**

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**TO:** EH SEPTIC PROGRAM STAFF

**FROM:**

*Kelly L. Fay*

**DATE:** JUNE 2, 2008- **MODIFIED ON JANUARY 6, 2010**

**CC:** ROWENE JENSEN, COUNTY OFFICE CLERICAL STAFF

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Concerns with not having a limitation to the number of times a septic permit can be renewed (change in regulations, change in neighboring property, change in project plans) make it necessary to establish a limit to the number of times a septic permit can be renewed.

Two years is the maximum number of times a permit can be renewed.

- No permit reminders are required to be sent out by district staff. If the permit holder renews the permit **before the anniversary date** from the date the permit was issued, the permit will be renewed for one (1) year. A renewal fee of \$40.00 should be charged and the receipt number recorded on the permit. The new expiration date (original expiration date + one year) should be declared below the original expiration date on the permit. Please provide a copy to the owner and send a copy to the Idaho Falls office.
- The procedure above may be followed one more time (total of three year maximum for a permit.)
- Permits not renewed will be void. Please provide documentation of this voidance to the Idaho Falls office for data entry and to the applicable county's planning and zoning office.

Refund requests-

- Request must be made in writing by the permit owner/agent. County EHS should attach any applicable paperwork to the request and forward to the EH Director.
- Refund decisions will be made by the EH Director.
- No refund will be given after the first expiration date, regardless of permit renewal.

This **modified** policy should be followed with any septic permit renewal/refund.

Thank you.

Approved by:

*Richard O. Horne*