

TRICOUNTY HEALTH DEPARTMENT

**POLICIES AND PROCEDURES FOR CONDUCTING EXISTING  
ONSITE WASTEWATER SYSTEM INSPECTIONS**

Adopted by TriCounty Health Department  
Board of Health

September 29, 2005  
Date

Under Authority of Section 77-7-18 and Section  
26A-1-114 Utah Code

CERTIFIED OFFICIAL COPY  
TRICOUNTY HEALTH DEPARTMENT

BY  
Joseph B. Shaffer, M.A., M.B.A., E.H.S.  
Director/Health Officer

---

Signature

## TABLE OF CONTENTS

		<u>Page</u>	
Section	1.0	Definitions	2
	2.0	Purpose	2
	3.0	Authority	2
	4.0	Rules incorporated	3
	5.0	Inspection Process	4
	6.0	Approval	5
	7.0	Permits	6
	8.0	Effective Date	

### **1.0 DEFINITIONS.**

#### **1.1 Existing Onsite Wastewater system**

An onsite wastewater system that serves an existing building and is used to treat and dispose of domestic waste. If the building was never constructed, the onsite system is not considered existing and must go through the permitting and approval process of a new system.

### **2.0 PURPOSE.**

The purpose of this policy is to safeguard public health and to set standards for inspection, approval, and permit issuance when inspecting existing onsite wastewater disposal systems.

### **3.0 AUTHORITY.**

Authority to regulate onsite wastewater systems is given under Section 19-5-104, 26A-1-108, 26A-1-114, Utah Code and R317-4 Utah Administrative Code.

### **4.0 INCORPORATION BY REFERENCE.**

The requirements as found in Utah Administrative Rule R317-4, Onsite Wastewater Systems are adopted and incorporated by reference.

## **5.0 INSPECTIONS PROCESS.**

### **5.1 Inspections for verification of functioning onsite wastewater systems. Usually done when buying or selling property.**

- (a)** A complete existing onsite wastewater application must be submitted and fees paid to TriCounty Health Department.
- (b)** A file search will be conducted to see if any records regarding the specified property exist in our office.
- (c)** If a permit was obtained from TriCounty Health Department, and the final inspection report indicates the system was installed within 5 years of applying for the existing inspection, the status of the existing system will be recorded on the inspection form. A "Liquid Scavenger Inspection" form is not needed.
- (d)** If no record exists or if the final inspection shows that it was installed more than 5 years ago, a "Liquid Scavenger Inspection" form must be submitted. The Liquid Scavenger must have pumped the septic tank within the last 120 days and must have filled out the inspection form at the time of inspection.
- (e)** If the records indicate that the system was not approved, the property owner must apply for a permit and the system must be upgraded to meet current code requirements.

### **5.2 Subdivision/Lot split inspections.**

- (a)** Two plats must be submitted to TriCounty Health Department. One plat must show the current boundaries of the property before subdivision. This is usually obtained from the County Records office. A surveyed plat must be submitted, showing proposed lot boundaries and the location of all existing onsite wastewater systems.
- (b)** If more than one new lot is being created, the developer must complete a subdivision application and pay subdivision fees.
- (c)** If only one new lot is being created the property owner must submit the Existing Onsite Wastewater application for each existing system and pay the existing inspection fees.
- (d)** If a file with a final inspection report exist for the property the onsite system does not need pumped.
- (e)** If a final inspection report does not exist for the property the septic tank must be pumped and a "Liquid Scavenger Inspection" form must be submitted.

- (f) An onsite inspection will be conducted by TriCounty Health Department and a letter will be sent indicating whether more information is needed, the proposal is denied, or the subdivision is approved.

### **5.3 Inspections for a building permit**

- (a) A complete "File Search Request" must be submitted and fees paid to TriCounty Health Department.
- (b) A file search will be conducted to see if any records regarding the specified property exist in our office.
- (c) If a file with an approved "final inspection" report and drawing of the system exists for the property the onsite system does not need pumped. TriCounty Health Department will determine if the existing system is sized to accommodate the new construction. If the wastewater system needs enlarged, moved, or altered to accommodate new construction, the owner must apply for an "onsite wastewater permit".
- (d) If a "final inspection" report or drawing does not exist for the property the septic tank must be pumped and a complete "existing onsite wastewater application and a "Liquid Scavenger Inspection" form must be submitted. An inspection of the property will be conducted by TriCounty Health Department.
- (e) If the wastewater system needs enlarged, moved, or altered to accommodate new construction, the owner must apply for an "onsite wastewater permit".
- (f) All new construction must meet current wastewater rule requirements. All existing material must function properly and must have met code requirements at the time of construction.

## **6.0 APPROVAL.**

### **6.1 Existing onsite wastewater system approval**

Approval means that the onsite wastewater system appears to be constructed properly and functioning properly. It does not mean that the system meets current code requirements. Existing onsite wastewater systems can not be approved when public sewer is available.

### **6.2 Subdivision Approval**

- (a) When subdivision lots have existing onsite wastewater systems, approval means that the lots have the capacity to contain the structure and the onsite wastewater system serving the structure on the same lot. Lot size requirements in R317-4 must be met.
- (b) A property owner may obtain easements to use another persons land for

wastewater disposal. To get approval, documentation of the easement must be submitted to TriCounty Health Department and must be recorded on the deed of the property where the existing system is located. Lot size requirements in R317-4 still apply.

(c) Subdivision approval does not mean that the existing wastewater system meets current code or that it is functioning properly.

## **7.0 PERMITS.**

### **7.1 Existing onsite Wastewater Permit**

An existing wastewater permit may be issued to the property owner if the existing system was approved by TriCounty Health Department and the onsite wastewater system appears to be able to accommodate the proposed construction.

### **7.2 Onsite Wastewater Permit**

A permit must be obtained from TriCounty Health department for the construction, alteration, extension, or change of use of any onsite wastewater system. The existing inspection will serve as the site assessment that is required before applying for a permit. An exploration hole and percolation test may be required in order to design the system.

## **8.0 EFFECTIVE DATE.**

These rules and regulations shall become effective 15 days after approval by the TriCounty Health Department Board of Health.