

**PROCEDURE TO OBTAIN AN ON-SITE SEWAGE PERMIT**

1. Obtain an on-site sewage system permit application packet from the Lincoln County Public Health Department. This packet will contain an application, site plan form, and information on horizontal setback and test hole requirements. Building permit applications may be obtained from the Lincoln County Building Department.
2. Complete all portions of the permit application, including the detailed site plan and directions to your property. **DO NOT fill in the bold printed areas.** Return the permit application, along with the required fees(s), to:

Lincoln County Health Department  
90 Nichols  
Davenport, WA 99122  
(509) 725-1001

The fee schedule has been set up so that an application fee is due with the application. This fee covers our time for review of the application and a site visit to evaluate the site and soil conditions. Once the application has been approved, a permit fee will be due. The permit fee covers our time for conducting a final inspection to assure that the system has been installed in compliance with the approved system design and in compliance with the Lincoln County On-site Sewage Code 8.33. Site visits cannot be conducted until the appropriate fees have been paid. If a second site visit is required because of improper installation or at the request of the applicant, a reinspection fee will be required.

**FEE SCHEDULE:**

Single Family Residence	
Application fee	\$250.00
Conventional Gravity System Permit fee	\$200.00
Alternative Onsite System Permit fee	\$300.00
Non-residential/Commercial	
Application fee	\$350.00
Conventional Gravity System Permit fee	\$200.00
Alternative Onsite Sewage Permit fee	\$300.00
Reinspection fee	\$150.00
Modified site plan requiring additional test holes	\$150.00
Permit Extension (1 year)	\$60.00

- NOTE:**
- Applications cannot be approved without all of the requested information and fees.
  - Fees are non-refundable once received by the health department.

3. After receiving the application and fee, a site inspection can be scheduled. A minimum of two - six foot deep test holes, 75 feet apart, in the area of the drainfield to allow health department personnel to visually inspect the soil profile must be provided. Shallow soils or poor soil conditions may require additional test holes. It is recommended that the owner or representative be present during the site inspection. It is the applicant's responsibility to notify the Health Department when the test holes have been dug to schedule a site survey.

The information gathered during the site visit will be required by your designer to develop a system design appropriate for your site and soil conditions. With this information, your designer can develop and submit system plans for review by health department staff. Once the system design is approved, your installation permit can be issued and your system installed in compliance with the approved design. Variations from the design will require approval from your designer and the Health Department

4. Once your site and your system design have been approved, your installation permit will be issued allowing construction of the system in compliance with the approved system design. The permit will be valid for two (2) years from the date of issuance. An expiring permit can be renewed for one year for \$60.00 with a written request from the applicant assuring that system plans have not changed.
5. Once installed and prior to backfilling the system, the applicant must notify the Health Department office to schedule a final inspection. Upon notification, the department will inspect the system at the earliest possible time. Once approved, the system can be backfilled.

If the drainfield is installed and inspected prior to construction of the house, a reinspection will be required to inspect the building sewer connection once the house is built. A reinspection fee of \$150.00 will be charged at that time.

6. A copy of the permit application, with an as-built diagram and a department Representatives' signature verifying approval will be mailed to the property owner.

**NOTE:**

A permit for construction of an on-site sewage disposal system cannot be issued until proof of an adequate potable water supply can be provided for private water systems.

Application expire 12 months from the date received by the Health Department unless an on-site sewage permit has been issued.

**Design and Installation of On-Site Sewage Systems**

Homeowners can design and install their own systems as long as the drainfield is a conventional gravity fed system. Any and all Alternative On-Site Sewage systems will require a licensed designer or engineer to design the system and a licensed installer to install the system (installers must be licensed in Lincoln County). A list of licensed designers can be obtained from the Washington State Department of Licensing on their website: [www2.wa.gov/dol/profquery/licensesearch.asp](http://www2.wa.gov/dol/profquery/licensesearch.asp).

**Table IV**  
**Minimum Horizontal Separations**

Items Requiring Setback	From edge of soil dispersal component and reserve area	From sewage tank and distribution box	From building sewer, and nonperforated distribution pipe
Well or suction line	100 ft.	50 ft.	50 ft.
Public drinking water well	100 ft.	100 ft.	100 ft.
Public drinking water spring measured from the ordinary high-water mark	200 ft.	200 ft.	100 ft.
Spring or surface water used as drinking water source measured from the ordinary high-water mark <sup>1</sup>	100 ft.	50 ft.	50 ft.
Pressurized water supply line	10 ft.	10 ft.	10 ft.
Decommissioned well (decommissioned in accordance with chapter 173-160 WAC)	10 ft.	N/A	N/A
Surface water measured from the ordinary high-water mark	100 ft.	50 ft.	10 ft.
Building foundation/in-ground swimming pool	10 ft.	5 ft.	2 ft.
Property or easement line	5 ft.	5 ft.	N/A
Interceptor/curtain drains/foundation drains/drainage ditches			
Down-gradient <sup>2</sup> :	30 ft.	5 ft.	N/A
Up-gradient <sup>2</sup> :	10 ft.	N/A	N/A
Other site features that may allow effluent to surface			
Down-gradient <sup>2</sup> :	30 ft.	5 ft.	N/A
Up-gradient <sup>2</sup> :	10 ft.	N/A	N/A
Down-gradient cuts or banks with at least 5 ft. of original, undisturbed soil above a restrictive layer due to a structural or textural change	25 ft.	N/A	N/A
Down-gradient cuts or banks with less than 5 ft. of original, undisturbed soil above a restrictive layer due to a structural or textural change	50 ft.	N/A	N/A
Other adjacent soil dispersal components/subsurface storm water infiltration systems	10 ft.	N/A	N/A

<sup>1</sup>If surface water is used as a public drinking water supply, the designer shall locate the OSS outside of the required source water protection area.

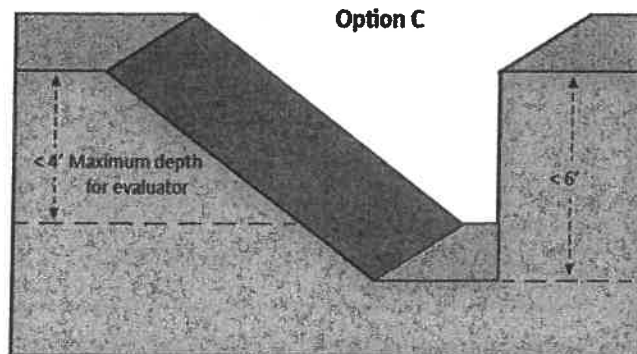
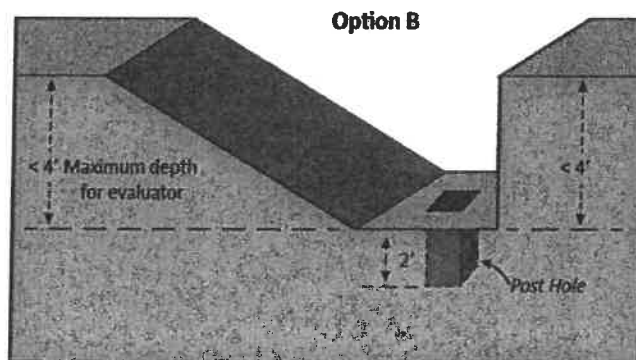
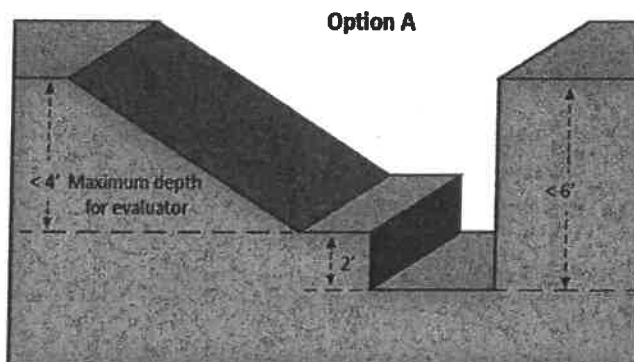
<sup>2</sup>The item is down-gradient when liquid will flow toward it upon encountering a water table or a restrictive layer. The item is up-gradient when liquid will flow away from it upon encountering a water table or restrictive layer.

# Guidelines for Test Pit Construction for On-site Sewage Systems

Safety and soil characterization are both important when constructing a test pit for an on-site sewage system soil review. The three test pit options in this guidance will meet the Washington State Labor and Industries (L&I) safety requirements in Chapter 296-155 WAC. The three options can be used for all soil types listed in On-Site Sewage Systems Chapter 246-272A WAC and Chapter 246-272B WAC except as noted below. Local Health Jurisdictions may have more specific guidance for their local area. The reviewing agency should be consulted before test pits are constructed.

## Test Pit Construction

- Call 811 to locate underground utilities prior to digging.
- All test pits must be evaluated for stability by a competent person per WAC 296-155-657. Test pits shall not be entered if deemed unstable.
- Use the least stable soil for evaluating test pit stability when there is a layered soil profile.
- Regardless of soil type, a test pit that shows distress such as fissures or cracks is deemed unstable.
- Benching for test pit stability can only be done in unsaturated soils with greater than 15% fines (silt and clay). This means some DOH Type 1, Type 2, and Type 3 soils and soils seeping freely may not qualify for Test Pit Option A.
- The three test pit options do not allow an evaluator to enter the test pit to a depth greater than 4 feet. To enter to a depth greater than 4 feet, additional requirements in WAC 296-155-657 must be followed.
- Every test pit must have a ramp that provides for entry and exit into the test pit without the need of aid.
- All spoils must be placed at least 2 feet from the edge of the test pit.
- All equipment within 20 feet of the test pit should be shut down when a person is in the test pit.
- For Large On-site Sewage Systems (LOSS) an excavator must be on site.
- Test pits shall not be left open for an extended period unless properly barricaded per L&I regulation. An example of a properly barricaded test pit is orange construction fencing surrounding the entire test pit and secured by metal fence posts.



For more information contact Washington State Department of Labor and Industries, your local health jurisdiction, or the Washington State Department of Health.

**LINCOLN COUNTY ENVIRONMENTAL HEALTH  
ON-SITE SEWAGE DISPOSAL PERMIT APPLICATION**

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Property Owners) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Address \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Assessors Parcel Number \_\_\_\_\_ Sec # \_\_\_\_\_ Parcel Size \_\_\_\_\_

Type of System: <input type="checkbox"/> New Installation	Type of Structure: <input type="checkbox"/> Residential
<input type="checkbox"/> Repair/Replacement	<input type="checkbox"/> Non-Residential
<input type="checkbox"/> Expansion	Water Supply: <input type="checkbox"/> Public Water System
<input type="checkbox"/> Alteration	<input type="checkbox"/> Private Well (include well log)
	<input type="checkbox"/> Shared Well

Design Criteria: Number of Bedrooms \_\_\_\_\_ Other (gallons/day) \_\_\_\_\_

Are test hole ready for inspection at this time  Yes  No

If not, please call to schedule test hole inspection when ready.

Within boundary of public sewer utility:  Yes  No

**A DETAILED SITE PLAN must be submitted on the enclosed attachment.**

Provide detailed directions to the property.

Comments:

Name of Installer: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Designer: \_\_\_\_\_ Phone: \_\_\_\_\_

The Health Department is not liable for future malfunctions of this system. Applicant has the right to appeal to the Health Officer, in writing, within 30 days in accordance with section 8.33.320 of the Lincoln County Code.

**This application, if not acted upon, will expire one year from the date of receipt by the Health Department.**

I certify that the information provided is correct:

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Application Approved \_\_\_\_\_ Date \_\_\_\_\_

System Approved \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**FINAL AS-BUILT DIAGRAM**

Applicant's Name: \_\_\_\_\_ Parcel #: \_\_\_\_\_

**Please Include All Applicable Data on Your Plot Plan**

Indicate distances from proposed drainfield and septic tank locations.

- Wells and suction lines  
(include neighbors' wells)
- Water source and supply lines
- Surface waters (ponds, streams, etc.)
- Abandoned wells
- Out crops of bedrock
- Buildings
- Underground utilities
- Indicate slope of your property
- Property lines and easements
- Footing and curtain drains
- Driveway and parking areas
- Existing on-site sewage system
- Dimensional drawing of all components  
of proposed on-site sewage system
- Reserve area for replacement system
- Place a "Δ" over your location of each  
test hole
- Arrow indicating North

Applicant's Name: Joe Smith

Parcel #: 27-35-802-000120

**PLEASE INCLUDE ALL APPLICABLE DATA ON YOUR PLOT PLAN**

Indicate distances from proposed drainfield and septic tank locations.

- Wells and suction lines (include neighbors' wells)
- Water source and supply lines
- Surface waters (ponds, streams...etc.)
- Abandoned wells *none*
- Out crops of bedrock *none*
- Buildings
- Underground utilities
- Indicate slope of your property
- Place a "Δ" over the location of each test hole
- Property lines and easements
- Footing and curtain drains *none*
- Driveway and parking areas
- Existing on-site sewage system *none*
- Dimensional drawing of all components of proposed on-site sewage system
- Reserve area for replacement system
- Arrow indicating North

**SAMPLE PLOT PLAN**

