

time of evaluation and the property is in compliance with the conditions of the original septic permit. Our report will note all violations regulated by the Board of Health. While all violations will be noted, only the following require immediate correction:

- a. Failing, broken or malfunctioning systems;
- b. Approved primary or reserve areas that have been eliminated, destroyed, or made unusable;
- c. Use of the system in violation of its approved use or capacity;
- d. Missing service access risers or observation ports for alternative systems that are required to have annual monitoring and maintenance.

It is the intent of the conveyance process that the other noted violations are remedied in good faith between the conveying parties.

6. **Must I hire a contractor to develop a record of construction?** No. Anyone can prepare this record for submittal to the Health District, as long as the requirements are met.
7. **How long will it take to receive my report from the Health District?** You'll get it within seven business days, regardless of the results of the inspection.

8. **How long is the report valid?** Regardless of how often the property is conveyed the conveyance evaluation report is valid for the following time periods:

- a. Standard systems: Three (3) years; and
- b. Alternative systems: One (1) year.*

* Alternative System Note: The Health Officer may extend the period of validity of the evaluation report up to a maximum of 3 years, so long as the system is in conformance with the monitoring and maintenance requirements and is still under ownership of the same person.

9. **Can I get a revised evaluation report if I make the required corrections to my system?** Yes. If corrections are made according to Board of Health regulations, you can apply for a revised evaluation report at a reduced cost. This will show the system is in compliance.
10. **Can I get drinking water samples taken at the same time?** The Health District will review a private or private-two-party water supply upon request. The application to complete a review of the water supply is called a Water Status Report.

RESOURCES

KITSAP PUBLIC HEALTH DISTRICT

Search for records or the most recent inspection reports; view the local health regulations; find a certified onsite sewage contractor; or get other septic system information: kitsappublichealth.org/septic

Call us with questions for assistance:
360-728-2235

KITSAP COUNTY ASSESSOR

Find records of other information on a specific property:

<http://www.kitsapgov.com> – click the “Parcel Search” link within the right menu.

ENVIRONMENT



SELLING A PROPERTY WITH A SEPTIC SYSTEM WHAT, WHY & HOW



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The transfer of property from one person to another – called property conveyance – includes an extra step when a developed property utilizes a septic system. State and county regulations require that property owners regularly maintain their septic system. One way the Health District ensures that this maintenance is performed is through property conveyance evaluations, required since 2008.

Completing the conveyance evaluation early in the sale process allows ample time to address any deficiencies before escrow closes.

GOT PROPERTY RECORDS?

It is important for the owner to conduct a records search BEFORE applying for the Property Conveyance Inspection application. If no record exists, one will have to be created. You can conduct a search on the Health District’s website, or call us for help at 360-728-2235. See the Resources section on the back.

THE PROCESS

When you plan to sell a property with a septic system:

1. Check our website to determine if the property has septic records on file. You will need the property street address and/or the tax account number.
2. If you do not find any records for the property through the website, call us at 360-728-2235, and re-

3. Make sure the septic maintenance reports are up to date and on file with us. Gravity septic systems require tank inspections and pumping if necessary every 3 years. Alternative septic systems require annual inspections at a minimum. If inspections are not up to date, contact a Health District certified pumper or monitoring and maintenance company to schedule the appropriate work.

GRAVITY SEPTIC OWNERS: Please note that only the septic tank must be evaluated and pumped if necessary by a licensed septic pumper. The evaluation of the drainfield area(s) are conducted by the Health District through the conveyance process. Additional inspection options by certified professionals may be completed, but only the Health District drainfield evaluation is required.

4. Ensure that the drainfield area(s) are cleared so that a complete evaluation may occur. Drainfields covered by thick brush can’t be evaluated properly.
5. Submit a completed application to the Health District. You may submit an application online through our website or through a paper form via mail or in person.

request a records search. For older properties, former street addresses and the names of former owners could be helpful. If no records are found, a record drawing will need to be created.

FREQUENTLY ASKED QUESTIONS

1. **What happens during the evaluation process?** An Environmental Health Specialist will inspect the property and septic system area, review inspection reports, and complete a records review to determine the status of the septic system and property in respect to applicable codes.
2. **What will the final evaluation report include?** The evaluation report is an objective, factual one that includes:
 - a. A record of approval for installation; when it was approved, and the type and size;
 - b. Whether the system is functioning properly and has been maintained;
 - c. Signs or symptoms indicating a malfunction and how to correct it;
 - d. Whether the system and the property are in compliance with regulations in effect at the time the system was installed.
3. **Will my old system be required to be upgraded to meet current code?** No. Unless the system is failing or has serious code violations, changes won’t be necessary.
4. **Are there any retro-fit requirements for standard systems?** The following chart indicates tank riser requirements based

upon the date of septic system approval:

Tank Riser Requirements

Install Date	Riser Requirement
Prior to 1961	None
1961 – June 1978	Riser required if tank is deeper than 24 inches.
July 1978 – April 1996	A riser to within 12 inches of finished grade is required if the tank is deeper than 12 inches.
May 1996 – April 2008	A riser to the surface of the ground is required if the tank is greater than 12” deep.
After May 1, 2008	Include risers, with secured lids, to finished grade for all service access manholes and observation ports over 6 inches in diameter.

If a retrofit is found to be necessary, owners will need to have the tank riser installed to the surface.

5. **Will the Health District prevent or prohibit the sale of my property?** No. This discovery-and-disclosure process merely ensures that a septic system is functioning at the