



Title: Minor Repairs	Page 1 of 2
Number: [Administrative] Policy OS-08	Effective Date: March 17, 2025
Applies To: Minor Repairs of OSS	Supersedes: N/A
Approved: Eric Evans, Assistant Environmental Health Director	Next Review: As Needed

A. Purpose

The purpose of this policy is to establish the procedures and criteria for meeting the minor repair language in Section 14.A.5. of Kitsap Public Health Board Ordinance 2025-01 & WAC 246-272A-0200 (2). This policy is intended to address minor repairs that do not require repair plans or permits, as allowed by the regulations. Minor repairs are at the discretion of the Health Officer. As part of a minor repair, the Health Officer may require follow-up monitoring, sampling, or a dye test to determine if the minor repair was sufficient to correct the sewage system failure or malfunction. All minor repairs that are performed must address the entirety of the known problem(s) for any OSS.

B. Policy Statement

WAC 246-272A-0200 (2) and Section 14.A.5. allow the repair of certain types of OSS malfunctions without requiring the prior submittal of a repair plan or repair installation permit provided that a Record of Construction, which documents the nature and extent of the repair, is completed and submitted to the Health Officer within 14 days of the completion of the work. If the minor repair is made by a certified Monitoring & Maintenance Service Provider or certified Septic Tank Pumper, documentation of the minor repair may be made through the normal and accustomed reporting process (i.e., through online annual reports or tank inspection reports).

C. Implementing Procedures

1. Table 1 lists the types of minor repairs that may be made without a permit, and specifies who (owner, designer, installer, maintenance provider, etc.) is allowed to conduct each type of minor repair. Minor repairs shall only be made by the resident owner of a single family residence, or a Health Officer certified contractor in accordance with Table 1. Licensed septic designers are authorized to perform minor repairs only during the course of diagnostic investigations for OSS failures.
 - a. Before starting a minor repair, persons shall:
 - i. See Figure 1 to determine the eligibility of the property and/or OSS for minor repair.
 - ii. Determine if the OSS has current maintenance and monitoring (3 years for gravity, annually or semi-annually for alternative). If not, arrange to have the applicable inspection completed as required in Section 13 of the regulations.
 - iii. Following the designated flow path of the sewage system, starting with the clean-out, inspect each component of the OSS to :
 1. Determine if it is working properly;
 2. Identify broken or malfunctioning system components; and
 3. Determine whether the broken or malfunctioning component can be repaired or whether it must be replaced.
 - iv. Using Table 1 and Section 14.A.5, determine if the broken or malfunctioning component of the system is allowed to be repaired as a minor repair, or whether the repair plan and permit rules apply.

- v. If a minor repair is allowed based on the site-specific information, then repair/replace the broken or malfunctioning component according to the regulations and/or this policy.

2. Repairs of Septic and Pump Tanks with Cracks below the Waterline:

- a. See the Remediation Policy (Policy #15) about proposals to repair cracked concrete tanks. Tanks that must be replaced and cannot be repaired include:
 - i. Metal, wooden, cast in place, or block tanks.
 - ii. Poly tanks that have been damaged or punctured.

Figure 1-Guidelines for Determination of Minor Repair/Remediation/Replacement-Correction for a Deficient or Failing OSS

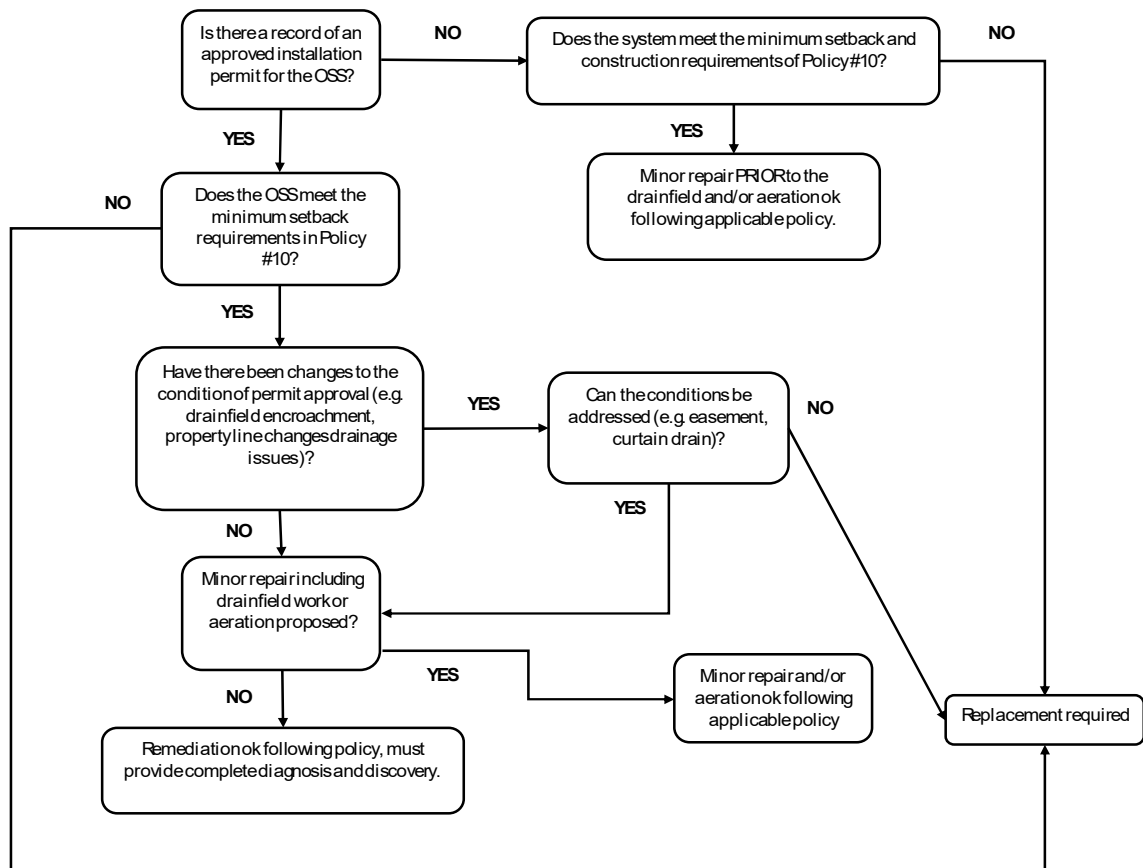


Table 1-Minor OSS Repairs That Do Not Require Sewage Installation Permits

Minor Repair Item ¹	Who May Perform the work:			
	Resident Property Owner	Certified Installer	Certified Maintenance Specialist	Certified Septic Pumper
Replacing Pre-Drainfield Tightline	OK	OK	OK	OK ⁴
Replacing/Repairing Clean-out	OK ¹	OK ¹	OK ¹	OK ⁴
Replacing/Repairing Tank Baffles	OK	OK	OK	OK ⁴
Replacing/Repairing Tank Risers	OK	OK	OK	OK ⁴
Replacing/Repairing Tank Lids	OK	OK	OK	OK ⁴
Replacing/Repairing Access or Inspection Ports	OK ¹	OK ¹	OK ¹	No
Retro-fitting OSS for Maintenance Accessibility	OK	OK	OK	No
Replacing / Repairing Existing Curtain Drains	OK ¹	OK ¹	No	No
Replacing/Repairing D-Box	OK ¹	OK ¹	OK ¹	No
Replacing/Repairing Step-downs	OK ¹	OK ^{1,3}	OK	No
Replacing/Repairing Drainfield Distribution Pipe (15 feet max total length, within existing trench)	P ¹	OK ¹	No	No
Replacing/Repairing Pumps	OK ²	OK ²	OK ²	No
Replacing/Repairing Floats	OK ²	OK ²	OK ²	No
Replacing/Repairing Electrical Panels	OK ²	OK ²	OK ²	No
Replacing/Repairing Internal Components of Proprietary Devices (see Remediation policy for plugged sand media)	P ¹	OK ²	OK ²	No

Notes:

P=Plan & Permit Approval by Health Officer Required.

- Existing components in the same location only. Accessibility must meet code.
- May require electrical certification and/or permit inspection by Washington Department of Labor & Industries.
- For permitted systems only-see Figure 1 for guidelines.
- Must have a Washington State general contractor's license.