



<b>Title:</b> Record of Construction Submittal Procedures	Page 1 of 2
<b>Number:</b> [Administrative] Policy OS-14	Effective Date: March 17, 2025
<b>Applies To:</b> Record of Construction Submittal Procedures	Supersedes: N/A
<b>Approved:</b> Eric Evans, Assistant Environmental Health Director	Next Review: As Needed

**A. Purpose**

The purpose of this policy is to establish the procedures for submitting timely Records of Construction (ROC) and other pending items for sewage disposal permits.

**B. Policy Statement**

The following policy and procedures shall be followed when submitting documents related to the approval of a sewage disposal permit to the Health District. The pending list shall be prepared by the inspector following completion of the inspection of the system.

**C. Implementing Procedures**

1. The designer and installer shall submit items that they are responsible for to the Health District. These items may include:
  - a. The ROC, stamped and signed by the designer, complying with Kitsap Public Health Board Ordinance 2025-01, Section 12.C.3;
  - b. Required recorded documents (Notices to Titles, etc.);
  - c. Any supporting documentation required for OSS approval (certification of tank abandonment, sand receipts, etc.); and
  - d. Any required fees that are outstanding.
  
2. The pending items for repair permits or installation permits that do not require a building permit will be required to be submitted within 14 days of a satisfactory pre-cover inspection of the system by the Health District.
  - a. When 14 days have passed, the designer and installer will receive email notification that the pending items have not be received.
  - b. When 60 days have passed and the pending items have not been received, the permit will be processed as “incomplete.”

3. Tank Replacement, Connection or Component permits may be submitted by the installer/owner/applicant, and pending items will be required to be submitted within 14 days of a satisfactory pre-cover inspection of the system by the Health District. The ROC shall include the following:
  - a. The location of any decommissioned tank(s);
  - b. The location of the new or replaced tank(s) and cleanout and sewer pipe locations;
  - c. Verification of the correct connections and setbacks.
  - d. A record drawing must be submitted detailing the above locations (not required to be to scale).
4. The Health Officer will reject incorrect or inaccurate submittals. All pending items shall be submitted and accepted prior to the Onsite Sewage System Installation Permit approval or final building permit inspection approval.
5. The Health Officer shall review the ROC and other pending items and respond within 2 business days.
  - a. The designer/applicant shall be notified within 2 working days of rejection of any pending item
  - b. Rejected items shall be returned within 5 days of notification of rejection.