



Title:	Building Site Applications-Redesign, Reinspection & Minor Site Plan Revision Fees	Page 1 of 2
Number:	[Administrative] Policy OS-03	Effective Date: March 17, 2025
Applies To:	Building Site Application Redesign and Revision Submittals	Supersedes: N/A
Approved:	Eric Evans, Assistant Environmental Health Director	Next Review: As Needed

A. Purpose

The purpose of this policy is to define the application type and applicable fees which may be required by the Health Officer to continue or complete the review and processing of a valid Building Site Application when additional submittals or additional inspections are needed.

The Building Site Application fee has been calculated to cover the average cost (e.g., clerical records search and computer entry, inspector application review, inspector field inspection, field inspection travel costs, inspector response, and clerical processing) of a single review by the Health Officer. Application fees are the only source of revenue to cover Health District costs related to reviewing and processing applications. Whenever additional review, field inspections, or information is necessary to make a decision concerning an application, additional applications and fees must be charged to account for these additional costs.

B. Policy Statement

The following application processes, and applicable fees shall be charged to an applicant, according to the current fee schedule, when additional review or inspections are necessary to review a redesign or site plan revision for a Building Site Application.

C. Implementing Procedures

1. Redesign with Site Visit Fee:

- a. A redesign with a site visit fee may be charged by the Health Officer for existing and valid applications when:
 - i. A Building Site Application-New, Modification, or Repair & Modification has been denied by the Health Officer for failure to conform to applicable regulations, and the redesign submittal is made to the Health Officer within six (6) months of the date of denial;
 - ii. A change in water source from public to private water supply is proposed or required. In addition to the redesign fees, the difference in fees for the original Building Site Application from public to private water are required to be paid;
 - iii. A change in the location of a well;
 - iv. A change in the location of the onsite sewage system disposal system, which requires a new site visit to re-evaluate soils, contours, setbacks, etc.;
 - v. Increasing the number of bedrooms, changing the property use, or increasing the projected wastewater volume of strength is proposed for an approved application;
 - vi. Other proposed or discovered property site changes deemed by the Health Officer to be significant to the onsite sewage system or water supply, such as the addition of storm water controls, curtain drains, etc., that would require a site visit;
 - vii. A new designer submits a new design;

- viii. A sewage disposal installation permit has been issued, a change of designer has occurred, and changes to the design occur during installation.

2. Redesign with no Site Visit Fee:

- a. A redesign with no site visit fee may be charged by the Health Officer for existing and valid application when:
 - i. The original designer submits a redesign application, prior to the issuance of the onsite sewage system installation permit. Note: Any changes to the plan which require a site visit will require full redesign fees;
 - ii. A change in water supply from private to public supply;
 - iii. A change in the onsite sewage system treatment level or system type is proposed or required. Note: Applicable only when the location of the dispersal component has not changed and additional site inspections are not necessary;
 - iv. Adding any buildings, within the original design flow, with plumbing or new plumbing to existing buildings is proposed;
 - v. Decreasing the number of bedrooms for the proposed structure(s).

3. Minor Site Plan Revision Fee:

- a. A minor site plan revision fee is applicable when:
 - i. The Building Site Application has been approved and processed; and
 - 1. The designer of record submits the revision; or
 - 2. The applicant adds to the existing site plan (i.e., adding contour lines, clearing limits, house footprint changes, stormwater components, etc. Applicants may not change or move any septic components or well locations.
 - 3. Changes to the site plan do not change septic components or the water supply type.
- b. A minor site plan revision may not be submitted if the revised items require a site visit.
- c. Minor site plan revisions which meet minor site plan revision criteria may be completed by the designer or applicant without fees as long as the Building Site Application has not been approved and processed.

4. Other fees:

- a. A re-inspection fee (i.e., the current Hourly rate in the fee schedule) may be charged by the Health Officer for existing and valid applications for each additional site inspection to determine compliance with the regulations when the Redesign fee is not applicable.

5. Changes to Approved Designs which do not require a Redesign or Revision:

- a. Changes to the approved septic design may occur during the installation process without a revision or redesign when:
 - i. The original designer of record has not been changed; and
 - ii. The design/installation changes are limited to changes not identified in the previous sections of this policy; and
 - iii. Designer concurrence of the change is documented on the record of construction.