Policy #37: Onsite Sewage System Inspection Call In Process

Effective Date: January 1, 2017

Purpose: The purpose of this policy is to establish the policy for septic system installation inspections which is currently defined in Section 12, Figure 7.

Policy:

The Post-Construction Verification and Pre-Cover Concurrence to procedure process illustrated in Figure 7 shall be modified as follows:

**Post-Construction Verification and Pre-Cover Concurrence to Proceed – Procedure Flowchart**

1. Installer completes construction of onsite sewage system and verification soil logs, and takes appropriate actions to protect system from potential weather-related or physical damage

Concurrently within one business day of completion of the soil dispersal component Installer contacts:

<table>
<thead>
<tr>
<th>Designer to request post-construction verification inspection to:</th>
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<tbody>
<tr>
<td>1. Verify conformance to the approved plan</td>
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<tr>
<td>2. Identify items of non-conformance to the approved plan, and coordinate correction with the installer</td>
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<tr>
<td>3. Prepare and complete the Record of Construction for the system installation</td>
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Health Officer to request post-construction verification inspection. A red-line drawing is required to be available for the inspection.

Health Officer conducts pre-cover inspection of system installation to verify conformance to regulations within 2 business days of request, and issues inspection findings

After Health Officer AND Designer concurrence, Installer backfills and covers system, and contours finish grade, as soon as possible or within 5 calendar days
A. Change of designer requests must be done prior to issuance of the permit.

   i. Change of Designer requests that occur after the permit has been released by the designer of record will require a BSA redesign to be submitted by the new designer.

B. Installers who cover a system prior to concurrence from both the Health Officer and the designer shall be summoned to an administrative conference per Section 17 of the regulations.