

KITSAP COUNTY BOARD OF HEALTH ORDINANCE 2008A-01

ONSITE SEWAGE SYSTEM AND GENERAL SEWAGE SANITATION REGULATIONS

Policy #11: Building Clearance Exemptions

Effective Date: March 1, 2012

Purpose: The purpose of this policy is to identify certain types of building permit proposals --- and specific review criteria for evaluating building permit proposals --- for which the Health District may issue approval for a Building Clearance Exemption Application for properties that utilize an onsite sewage system. Additionally this policy will outline several specific types of limited building permit proposals for which Health District review may not be required at the discretion of the Building Official.

The intent of the Building Clearance Exemption Application process is to allow for over-the-counter Health Officer review and approval of low-impact building permit proposals, for an existing development that has *existing Health Officer records of approval for the onsite sewage system*. The allowance of a Building Clearance Exemption is at the discretion of the Health Officer on a case-by-case basis.

Building permit proposals for existing development which may affect the location, size, design capacity, or usage of a an existing onsite sewage system, or building permit proposals for which there is no existing record of approval of the onsite sewage system, are required to go through the full Building Clearance Application process.

Policy: Pursuant to Section 11 of Ordinance 2008A-01, certain types of building permit proposals may be exempted from the Building Clearance Application requirements when enough information is presented by an applicant to clearly demonstrate that the subject site meets the applicable requirements for onsite sewage system use and drinking water supply.

The following *general types* of building permit proposals may be considered for Building Clearance Exemption approval:

1. Adding a non-habitable garage or outbuilding without water supply or plumbing on a building lot that has at least one acre of usable land (e.g., land that is not encumbered or restricted by easements, critical areas, surface water, etc.); and
2. Minor commercial tenant improvements (exchanging like-for-like uses);

only when all of the following criteria are met, addressed, and presented to the Health Officer by the applicant:

1. There is a Health District permit record of approval for the onsite sewage system;
2. The applicant has prepared a site plan that meets Universal Site Plan requirements and correlates with the existing Health District permit record of approval for onsite sewage system and the existing property improvements;

3. If the permitted sewage system is an alternative system, the monitoring and maintenance requirements of Ordinance 2008A-01 are met; and
4. There is no proposed encroachment to within 10 feet of a sewage tank or vessel, to within 30 feet of a dispersal component or private well, or to within 100 feet of a public well.

When the above conditions are not met in their entirety, a Building Clearance Application will be required.

An Onsite Sewage System Installation Permit – Connection Only may be required as a condition of approval of a Building Clearance Exemption.

Other situations and proposals may be considered pursuant to Section 11.A.7. of Ordinance 2008A-01.

Building Permit Proposals which may be Approved without Health District review at the Discretion of the Building Official (for existing and permitted structures):

- Re-roofing
- Replacement of windows
- Decks
- Siding replacement
- Interior-only remodels that do not increase the number of bedrooms, change the use of the structure, or result in an increase of sewage volume or waste strength.