

Kittitas County On-Site Sewage System (OSS) Permitting Guidelines:

- For each application, all components must be present at the time of submittal.
 - Please follow the checklists below to ensure you meet the application requirements.
 - Incomplete applications will not be accepted and will be returned to the applicant. All applicable fees may be non-refundable.
- Step 1: Site Evaluation**
 - Submit a Site Evaluation Application to KCPHD with applicable fees.
 - Applicant or representative must request site evaluation online at <https://www.co.kittitas.wa.us/health/septic-inspection.aspx>.
 - Once the site evaluation has been completed, results will be sent to applicant or contact identified on site evaluation application.
 - Step 2: Permit application and design**
 - Submit a sewage system installation permit application with applicable fees and an on-site sewage system design prepared by a Washington State licensed OSS designer.
 - The OSS system application and design will be reviewed and approved by KCPHD staff.
 - KCPHD will mark design approved in permitting software utilized by multiple County departments. (Note: this is not an issuance of the installation permit)
 - Step 3: Installation Permit**
 - When the applicant is ready to install the approved OSS, the Kittitas County licensed OSS installer must request the OSS system permit to be issued. Requests for permits can be made at the public health front desk or emailed to publichealth@co.kittitas.wa.us.
 - Once the request is received, KCPHD staff will issue an installation permit upon request that is valid for one year from the date of issuance.
 - A sewage system installation permit renewal application may be submitted before the expiration date of the original installation permit for a one-year extension.
 - Step 4: Inspection**
 - All OSS systems must be inspected by an Environmental Health Specialist from KCPHD prior to final approval.
 - All inspection requirements, including as-built and electrical components (if applicable), must be completed and submitted to KCPHD **prior** to scheduling a final inspection.
 - OSS final inspections must be requested online at : <https://www.co.kittitas.wa.us/health/septic-inspection.aspx>
 - Once the inspection is complete and approved by KCPHD, staff will finalize and archive the permit in the permitting software and notification of permit approval will be sent to the permit contact.



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www.co.kittitas.wa.us/health/

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