

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

- All applicants are strongly encouraged to complete a [Preliminary Site Analysis](#) before initiating any permitting with KCPHD.
- Incomplete applications will not be accepted and will be returned to the applicant. Application fees may be non-refundable.

☐ Step 1: Site Evaluation

- Submit "Application for Site Evaluation" along with the required fees to KCPHD.
- The applicant is responsible for having a minimum of two test pits constructed for the inspection. [Guidelines for test pit construction](#) are provided by the Department of Health's Wastewater Management section.
- You can view your scheduled inspections and [request inspection](#) on your SMARTGov portal account.
- Results will be sent to the emails provided on the application.
- Site evaluations are valid for 5 years from the date completed.

☐ Step 2: Design submittal and installation permit

- Submit "Sewage System Installation Permit Application" along with the required fees to KCPHD.
- Include an OSS design prepared by a professional engineer, on-site wastewater treatment system designer, or the resident owner.

☐ Step 3: Installation Permit Approval

- Installation permits will be issued to the resident owner as the installer unless a licensed OSS installer is provided on the permit application.
- Installation permits are valid 5 years from the date of issuance.
- Installation permits are non-transferable from person to person or property to property.

☐ Step 4: Final Inspection

- Construction of the OSS must be complete including required L&I inspection(s) before scheduling an inspection with KCPHD.
- The OSS shall be left open and uncovered until approved by KCPHD.
- You can view your scheduled inspections and [request inspection](#) on your SMARTGov portal account.
- KCPHD will notify the building department and permit holder when the OSS has been approved.



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