



507 N. Nanum Street, Suite 102
 Ellensburg, WA 98926
 T: 509.962.7515 F: 509.962.7581
www.co.kittitas.wa.us/health/

OSS Record Drawing

Upon completion of new construction, alteration, or repair of the OSS, a complete detailed record drawing must be submitted to the local health officer.

Inspections will not be conducted unless an approved record drawing is provided.

Site Information	
Name:	
Address:	
Parcel:	
Installation Permit Number:	
Community System	
Community System Name:	
Community System Address:	
Designer	Installer
Name:	Name:
Phone:	Phone:
Email:	Email:
	Signature:
KCPHD Review:	
EH Signature:	Date:



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Record Drawing Minimum Requirements

Measurements and directions accurate to +/- ½ foot of the following parts of the OSS:		
All sewage tank openings requiring access; including d-box, manifold or headworks		
The ends and all changes in direction of installed and found buried pipes and electrical cables that are part of the OSS		
Any component requiring operation, monitoring & maintenance as outlined in the design or the operations manual		
For proprietary products, manufacturer’s standard product literature attached		
Distance to property line or bench mark		
Location and dimension of reserve area		
Directional arrow indicating North		
Materials and Equipment used meet specifications in the design		
Labor and Industries Permit Number:		
Septic Tank(s)	Pump Chamber(s)	
Size:	Size:	
	Gal/inch:	
Pump Specification:		
Make:		Model:
On time:	Off time:	Drawdown inches/1 min:
Proprietary Products:		
Distribution:		
Treatment:		
UV:		
Notes *initial settings of mechanical or electrical devices that must be known to operate the system in the manner intended by the designer or installer*		

Parcel/Map Number: _____

Parcel Owner: _____

Address: _____



A large grid area for drawing or design, consisting of a 30x30 grid of squares.



Signature and Name of Designer (required only if changes to design*)

Signature and Name of Installer

*Substantial changes such as modification of design components, site plan deviation, or removal of design components.