



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

**FOR OFFICIAL USE ONLY**

Accepted By:

Permit #:

Date Processed:

Receipt #:

**SITE EVALUATION APPLICATION \$770**

The Owner/Requester is responsible for the digging of the test holes. It is the responsibility of the requesting party to have established boundary and utility lines located before any work is conducted on the parcel.

Incomplete applications will not be accepted and will be sent back

Site Evaluation fee is non-refundable after service has been provided. Site Evaluation is valid for five years.

**Property Owner Information**

Name:

Site Address (City, State, Zip):

Parcel Number:

Phone Number:

Email Address:

Gate Code (if applicable):

Directions to Site:

**Requester Information**

Name:

Mailing Address (City, State, Zip):

Phone Number:

Email Address:

Contractors (DBA, Contractor Name or License Number):

**Details**

Designer Name:

Designer Email:

Email Results to: ☐ Owner ☐ Requester ☐ Designer☐ Proposed OSS☐ Existing OSS

Select one of the choices below:

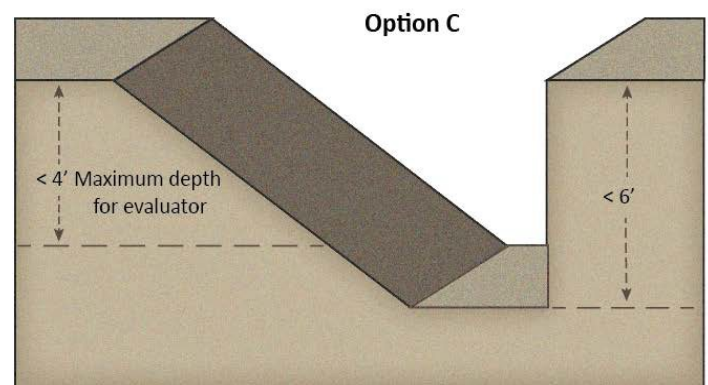
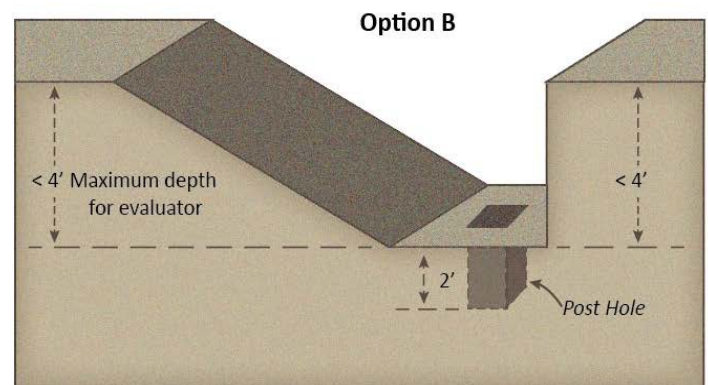
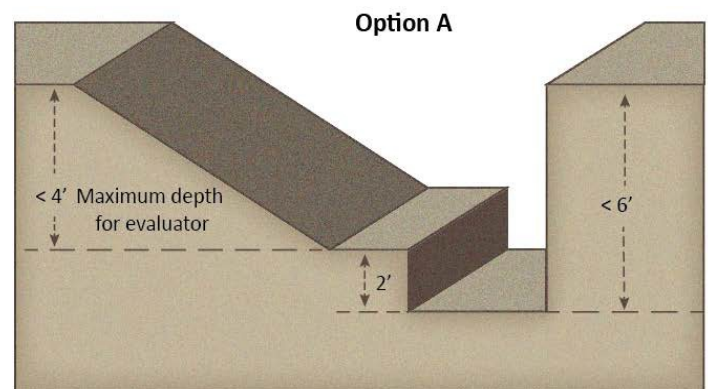
☐ Residential☐ Non-Residential**Water Supply Information**☐ Private Well☐ Shared Well (2 connections)☐ Well not Drilled (check box for proposed)☐ Group A or ☐ Group B - Name of Water System:

# Guidelines for Test Pit Construction for On-site Sewage Systems

Safety and soil characterization are both important when constructing a test pit for an on-site sewage system soil review. The three test pit options in this guidance will meet the Washington State Labor and Industries (L&I) safety requirements in Chapter 296-155 WAC. The three options can be used for all soil types listed in On-Site Sewage Systems Chapter 246-272A WAC and Chapter 246-272B WAC except as noted below. Local Health Jurisdictions may have more specific guidance for their local area. The reviewing agency should be consulted before test pits are constructed.

## Test Pit Construction

- Call 811 to locate underground utilities prior to digging.
- All test pits must be evaluated for stability by a competent person per WAC 296-155-657. Test pits shall not be entered if deemed unstable.
- Use the least stable soil for evaluating test pit stability when there is a layered soil profile.
- Regardless of soil type, a test pit that shows distress such as fissures or cracks is deemed unstable.
- Benching for test pit stability can only be done in unsaturated soils with greater than 15% fines (silt and clay). This means some DOH Type 1, Type 2, and Type 3 soils and soils seeping freely may not qualify for Test Pit Option A.
- The three test pit options do not allow an evaluator to enter the test pit to a depth greater than 4 feet. To enter to a depth greater than 4 feet, additional requirements in WAC 296-155-657 must be followed.
- Every test pit must have a ramp that provides for entry and exit into the test pit without the need of aid.
- All spoils must be placed at least 2 feet from the edge of the test pit.
- All equipment within 20 feet of the test pit should be shut down when a person is in the test pit.
- For Large On-site Sewage Systems (LOSS) an excavator must be on site.
- Test pits shall not be left open for an extended period unless properly barricaded per L&I regulation. An example of a properly barricaded test pit is orange construction fencing surrounding the entire test pit and secured by metal fence posts.



For more information contact Washington State Department of Labor and Industries, your local health jurisdiction, or the Washington State Department of Health.

## 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 scheduled inspections](#) and [request inspection](#) on our OSS Homepage.
- 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 schedule inspections](#) and [request inspection](#) on our OSS Homepage.
- KCPHD will notify the building department and permit holder when the OSS has been approved.



507 N. Nanum Street, St. 102 · Ellensburg, WA 98926

T: 509.962.7515 · F: 509.962.7581

[www.co.kittitas.wa.us/health/](http://www.co.kittitas.wa.us/health/)