



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

FOR OFFICIAL USE ONLY
Accepted By: _____
Permit #: _____
Date Processed: _____
Receipt #: _____

## APPLICATION FOR SITE EVALUATION

**Property Owners Name:** \_\_\_\_\_  
 Site Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Property Owner Email: \_\_\_\_\_  
**Requested By:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Requester Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Requester Email: \_\_\_\_\_  
**Designers Name:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Designer Email: \_\_\_\_\_  
 Signature of owner or agent: \_\_\_\_\_

### EMAIL RESULTS TO:

Owner     Requester     Designer

**SITE (PARCEL MAP MUST BE ATTACHED)**

Map Parcel Number \_\_\_\_\_ Lot #: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Gate Code: \_\_\_\_\_ Acreage Size: \_\_\_\_\_  
 Directions to site: \_\_\_\_\_  
 \_\_\_\_\_

**STRUCTURE (CHECK ALL THAT APPLY):**

Proposed OR  Existing     Repair OR  Alteration  
 Single Family Residence OR  Commercial Application  
 Number of bedrooms: \_\_\_\_\_ Number of permanent occupants: \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_ Expected Daily Design Flow \_\_\_\_\_

**WATER SUPPLY:**

Public Water System (3+ connections) - Name of system: \_\_\_\_\_  
 Private well     Shared well (2 connections)  
 Cistern     Well is drilled and located on attached Map     Well not drilled

**\$660.00 Site Evaluation fee is non-refundable after service has been provided.**

**Site Evaluation is valid for five years.**

**Please Note: The Owner/Requester is responsible for the digging of the test holes.**

**It is the responsibility of the requesting party to have established boundary lines prior to any work being conducted on the parcel.**

EH	Version: 6	Supersedes: 5	Date Adopted: 01/01/2023	Modified By: EM	Approval By: Jesse Cox
----	------------	---------------	--------------------------	-----------------	------------------------

**OSS SITE EVALUATION - TEST HOLE DATA & PARCEL INFORMATION**

File Last Name: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

SOIL LOG # PRIMARY			
Depth	Texture	Structure	Color
Feet			
1 -			
-			
2 -			
-			
3 -			
-			
4 -			
-			
5 -			
-			
6 -			

SOIL LOG # RESERVE			
Depth	Texture	Structure	Color
Feet			
1 -			
-			
2 -			
-			
3 -			
-			
4 -			
-			
5 -			
-			
6 -			

Soil Profile		Field Observations:
C = Clay	CO = Cobbles	
S = Sand	BKR = Broken Rock	
Si = Silt	HP = Hard Pan	
L = Loam	H2O = Water	
GR = Gravel	MOT = Mottling	
RL = Root Line		

Minimum Setbacks:	APP Rate:
<input type="checkbox"/> Surface Water (100') <input type="checkbox"/> Wells (100') <input type="checkbox"/> Water Lines (10') <input type="checkbox"/> Cut banks (25' + 5' or 50' +5') <input type="checkbox"/> Interceptor Ditches (10' up or 30') <input type="checkbox"/> Property Lines (5') <input type="checkbox"/> Buildings (10') <input type="checkbox"/> Cuts or fills? Slope: _____ (Percent & Direction)	<input type="checkbox"/> .2 <input type="checkbox"/> .4 <input type="checkbox"/> .6 <input type="checkbox"/> .8 <input type="checkbox"/> 1.0 <input type="checkbox"/> Unsuitable  Restrictive Layer Depth: _____ _____  Additional Soil Comments: _____ _____

Comments or Waivers: \_\_\_\_\_

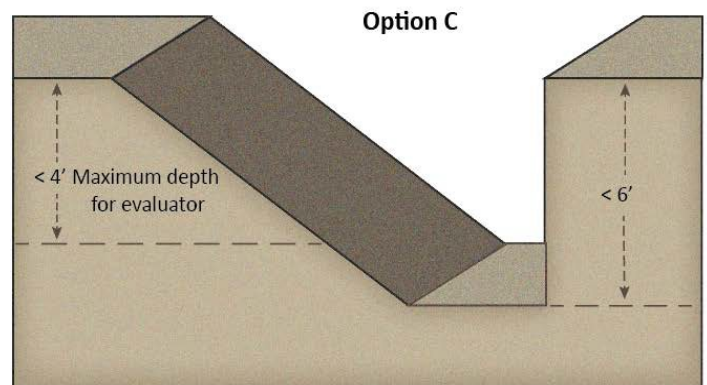
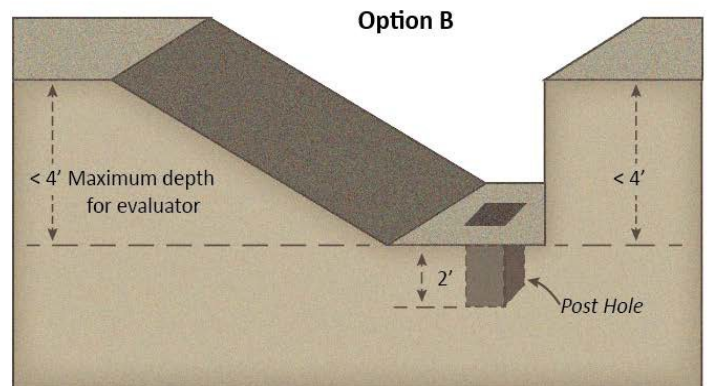
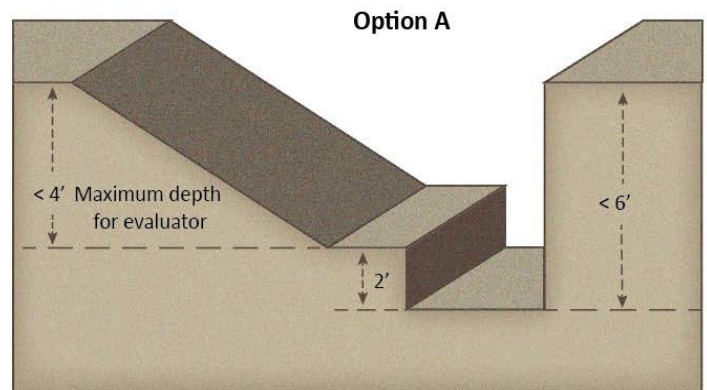
Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 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.

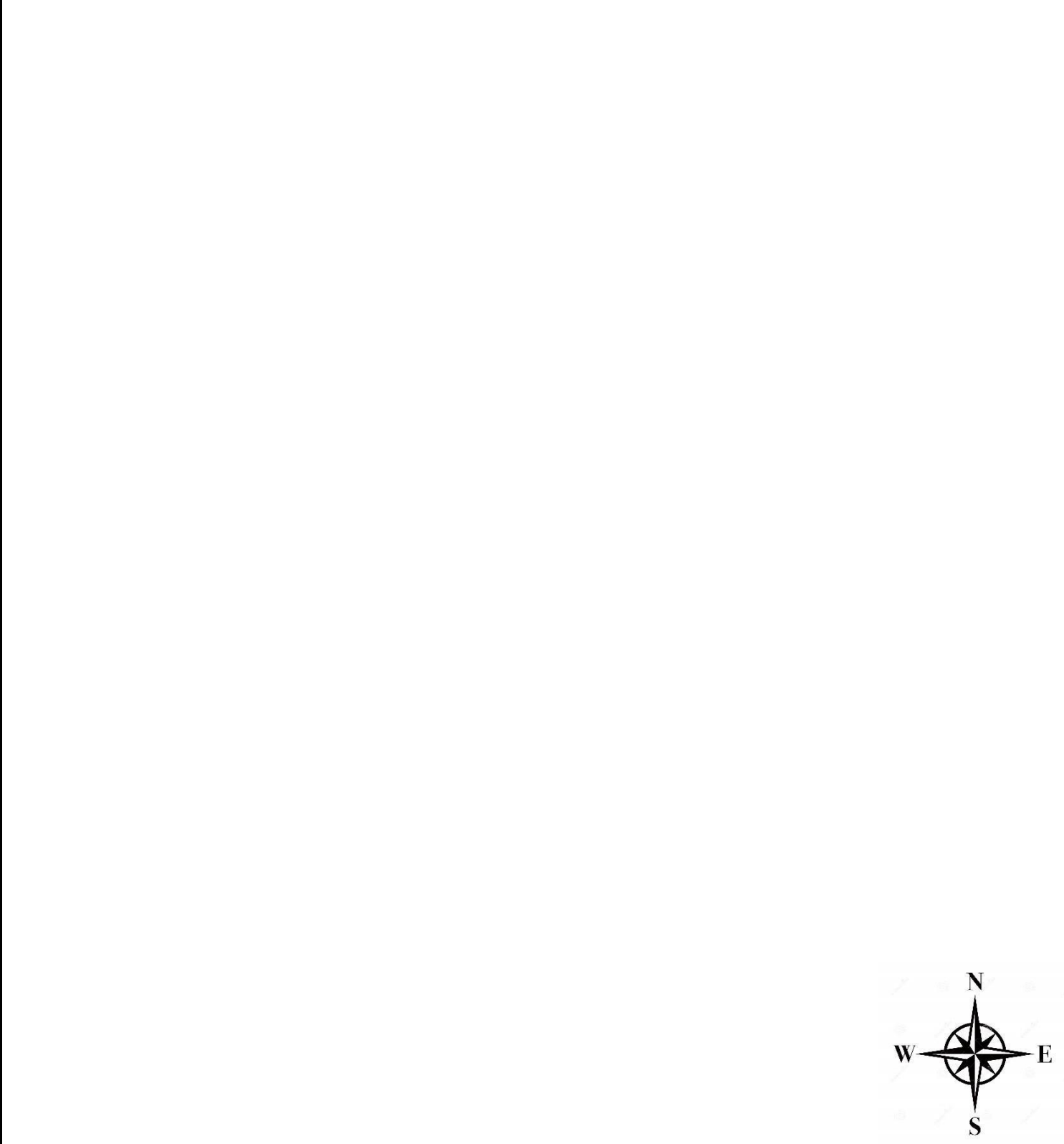
## Test Pit Construction

- 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.

**Parcel Map/Soil log Location**



This map is not intended to be used as a survey. For on-site septic location purpose only.

## 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](mailto: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.



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

T: 509.962.7515 · F: 509.962.7581

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

EH	Version:2	Supersedes: 1	Date Adopted: 01/01/2023	Modified by: EM	Approval By: Jesse Cox
----	-----------	---------------	--------------------------	-----------------	------------------------