



507 N. Nanum Street, Suite 102  
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[www.co.kittitas.wa.us/health/](http://www.co.kittitas.wa.us/health/)

**FOR OFFICIAL USE ONLY**

Accepted By:

Permit #:

Date Processed:

Receipt #:

**ON-SITE SEWAGE INSTALLATION PERMIT APPLICATION**

Incomplete applications will not be accepted and will be sent back

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

**Property Owner Information**

Name:

Site Address (City, State, Zip):

Mailing Address (City, State, Zip):

Phone Number:

Email Address:

**Site Information**

Parcel #:

Direction to Site:

**Requester Information**

Name:

Phone Number:

Email:

**Details**

Designer Name:

Designers Email:

Installer Name:

Installers Email:

**Water Supply Information****Structure**☐ Private Well ☐ Shared Well ☐ Cistern☐ Residential☐ Non-Residential☐ Group A or ☐ Group B - Name of System:**Permit Applied For****Type of System****Designer Stamp**☐ New ☐ Repair ☐ Gravity \$835 ☐ Pressure \$965☐ Modification ☐ Expansion ☐ Alternative \$835**Design Information** ☐ Homeowner Design (varies, contact EH)Number of bedrooms: ☐ Commercial \$1,220Gallons per Day: ☐ Tank Placement \$195Intended Number of Occupants: ☐ Community \$965

## 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.



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