



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 #:

**ON-SITE SEWAGE INSTALLATION PERMIT RENEWAL APPLICATION \$195**

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 #:				
Directions to Site:				
Requester Information				
Name:				
Phone Number:				
Email:				
Details				
Designer Name:				
Designers Email:				
Installer Name:				
Installers Email:				
Water Supply Information			Structure	
<input type="checkbox"/> Private Well	<input type="checkbox"/> Shared Well	<input type="checkbox"/> Cistern	<input type="checkbox"/> Residential	<input type="checkbox"/> Non-Residential
<input type="checkbox"/> Group A or <input type="checkbox"/> Group B - Name of System:				
Permit Applied For		Type of System		Designer Stamp
<input type="checkbox"/> New	<input type="checkbox"/> Repair	<input type="checkbox"/> Gravity \$835	<input type="checkbox"/> Pressure \$965	
<input type="checkbox"/> Modification	<input type="checkbox"/> Expansion	<input type="checkbox"/> Alternative \$835		
Design Information		<input type="checkbox"/> Homeowner Design (varies, contact EH)		
Number of Bedrooms:		<input type="checkbox"/> Commercial \$1,220		
Gallons per Day:		<input type="checkbox"/> Tank Placement \$195		
Intended Number of Occupants:		<input type="checkbox"/> 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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