



POLICY ON SUBMITTAL OF DOCUMENTS ASSOCIATED WITH INDIVIDUAL SEWAGE DISPOSAL SYSTEM PERMITS

Effective September 12, 2011, TCHD will accept either: a) original “hard copies”; or, b) electronic copies as “read only” .pdfs of the TCHD Individual Sewage Disposal System (ISDS) forms and documents listed below. These forms will be accepted from engineers, system contractors, general contractors, and property owners. For the “Use Permit” forms, we will also accept those documents from realtors and use permit inspectors.

- TCHD Form S-48: Application to (Install, Expand, Major Repair, Minor Repair) and Individual Sewage Disposal System
- TCHD Form S-100: Percolation Test Result Form
- TCHD Form S-103: Onsite System As-Built Drawing
- TCHD Form S-304: Application to Install a Lift Station
- TCHD Form S-398: Agreement to Repair an Individual Sewage Disposal System (applicable to Use Permits)
- TCHD Form S-399: Use Permit Application for an Individual Sewage Disposal System (ISDS)
- TCHD Form S-400: Use Permit Inspection Form

Also, Form S-103 must have an engineer’s statement of approval and signature for all engineered ISDS.

The following documents all require a Colorado Professional Engineer stamp and signature when submitted electronically or as “hard copies”:

- TCHD Form S-101: Percolation Test and Soils Data Form
- Engineer designs
- Engineer final approval letters

TCHD will accept faxed copies of the following forms from system contractors, general contractors, and property owners. For the Use Permit forms, we will also accept those from realtors and use permit inspectors.

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- TCHD Form S-304: Application to Install a Lift Station
- TCHD Form S-398: Agreement to Repair an Individual Sewage Disposal System (applicable to Use Permits)
- TCHD Form S-399: Use Permit Application for an Individual Sewage Disposal System
- TCHD Form S-400: Use Permit Inspection Form

In order to expedite final approvals of systems, TCHD will accept faxed copies of final engineer approval letters and system diagrams from engineers, where applicable. In these cases, we will also require that the engineer follow up with either: a) electronic stamped and signed copies; or, b) hard copies of those documents with original wet stamp on the approval letter.