



Instructions for Completing the Individual Sewage Disposal System (ISDS) “Use Permit” Inspection Form

Note that all use permit inspectors must be certified by National Association of Wastewater Transporters (NAWT) or other approved entity. Inspection reports submitted by non-certified inspectors will NOT be accepted.

Tri-County Health Department (TCHD) strongly recommends that all use permit inspectors read Section 4.0 USE PERMITS in Regulation Number I-11 prior to conducting inspections. This will familiarize you with the overall requirement of the Use Permit Program.

Complete **ALL APPLICABLE** sections of the inspection form. Incomplete inspection forms will not be accepted and will delay issuance of the Use Permit.

If the property being sold includes more than one Individual Sewage Disposal System (ISDS), a separate inspection form shall be provided for each ISDS.

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Enter the date of inspection at the top of the form and complete all requested information for inspector, owner, and property information.

SECTION 1: Tanks

Complete the first page for ALL tanks used for treatment and dosing. If the system has more than two tanks, please use a second inspection form.

For all questions, EXCEPT for those concerning an effluent filter, a “no” answer will require that this item be repaired -by a licensed system contractor- prior to a “use permit” being issued.

If a “no” answer is indicated for the first question, and the tank needs to be replaced, a Minor Repair Permit from Tri-County Health Department will be required.

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Enter the Property Address at the top of page 2.

SECTION 2: Dosing Systems

Complete this section only if the system is dosed with a siphon or pump.

Indicate whether the system is dosed with a siphon or pump, and whether the siphon or pump is operational.



For all questions except the one concerning a “screened vault” a “no” answer will require that this item be repaired –by a licensed system contractor- prior to a “use permit” being issued. Electrical work necessary to repair a pump system may be completed by a licensed electrician. An electrical permit from the agency having jurisdiction will be necessary for all electrical work.

SECTION 2A: Uniform or Pressure Dosed, Low Pressure Pipe or Drip Irrigation, or Mounded Systems

TCHD Regulation Number I-11 requires that certain systems utilize uniform or pressure dosing. In addition, many secondary treatment systems apply septic tank effluent to the treatment unit with uniform dosing.

Complete all questions. Except for the question about if there is an Automatic Distribution Valve (ADV), a **“no” answer will require that this item be repaired –by a licensed system contractor- prior to a “use permit” being issued.**

If the system is NOT equipped with flushing valves, TCHD will **not** require that flushing valves be added, in order to obtain a “Use Permit”.

SECTION 3: Secondary Treatment

Complete this section only if the ISDS utilizes secondary treatment. If there is a secondary treatment system and a component(s) of the secondary treatment system is/are not functioning properly, it/they must be repaired properly before a use permit can be issued.

SECTION 4: Absorption Area

Odors, Wet Areas, Excessive Vegetation

The questions about “odors”, “wet areas”, excessive vegetative cover, and standing water in observation pipes are all focused on determining if the absorption area may be malfunctioning. Odors or wet areas are indicators of surfacing sewage. Excessive vegetation indicates that the soils above the absorption area rock or chambers are saturated and that effluent is not being properly absorbed into the soils below the rock or chambers within the absorption area. These questions must be resolved before a “use permit” can be issued.

If there is a “yes” answer to any of these questions, and the inspector indicates on the inspection form that the ISDS is functioning adequately, TCHD may visit the property to confirm that conclusion.

Standing Effluent in Observation Pipes

Standing or “ponded” water within the absorption area is a possible indicator of malfunction of the absorption area; however, it does not always indicate failure. The inspector shall review the TCHD guide titled “Standing Water in Standpipes” for further guidance on this issue.



Irrigated Landscaping

Irrigated landscaping over the absorption area typically means that there are potable water lines that do not meet the required setback distances from the absorption area, which is a violation of the current TCHD ISDS Regulation. In addition, adding water to the soils in an absorption area may cause excess saturation of soils and impair the function of the absorption area. This issue will need to be properly addressed prior to issuance of a use permit.

Surface Drainage

If the inspector determines that there is not proper drainage or vegetative cover, the use permit may be denied until these items are properly addressed.

Paving, Driveways, Corrals, etc. over absorption area

If all or a portion of the absorption area has been covered with pavement (asphalt or concrete) for a driveway, patio, or a horse corral, the proper function of the absorption area may be compromised. However, a “yes” answer to this question may not cause the use permit to be denied, provided there is no other indication of malfunction.

If the absorption area is covered with snow, it will make it difficult to fully assess the condition of the absorption area. In this case, TCHD may issue a “use permit” with a statement indicating that the presence of snow did not allow for a full evaluation of the system.

If the system is equipped with a distribution box (d-box), but it is not accessible, TCHD will not require that the d-box be equipped with a “riser to grade”.

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Enter the Property Address at the top of page 2.

SECTION 5: Building Sewer

The inspector will need to rely upon indirect observation to assess if a building sewer may be settled, broken, or plugged. TCHD does not require that building sewers be inspected with a special video camera or “snaked”. If possible, interview the current owner about whether they have experienced backups or “slow drains”. Other indications of problems include: low effluent level at the tank inlet, water above the outlet, settled ground, and “rotation” or displacement of the tees in the tank.

If you check “yes” to any of the items in this section, further inspections, e.g. video camera inspection of the building sewers, “snaking” or “rooting” of the building sewers will be necessary. In some cases, it may be necessary to excavate and replace all or portions of the building sewer.



Section 6: General Questions and Inspector Comments

Indicate whether the home has been vacant or is occupied. If not occupied, indicate how long.

Indicate whether deficiencies were repaired, whether a repair permit is necessary, and if the repairs were made by a licensed system contractor. List all repairs made, and attached supporting documentation, e.g. receipts, statements, etc.

If there is a current system diagram, review the diagram, to verify if it is accurate and complete. If the current system diagram is inaccurate or not complete, prepare a revised diagram on TCHD Form S-103.

Verify if the system meets current setbacks. If the system does not meet current setbacks, note which setbacks are not met. For older systems constructed prior to 1973, setback requirements may be less stringent than under regulations passed after 1973.

List any other applicable comments relevant to the status of the ISDS. If you require additional comments, please attach those to the form.

Please sign and date the form at the bottom of page 3. This is your certification that the system is functioning properly. Review the definition of “malfunctioning system” in Regulation No. I-11, since this definition may differ from your understanding.