

# PERMIT APPLICATION REVIEW

# 16



## OBJECTIVES

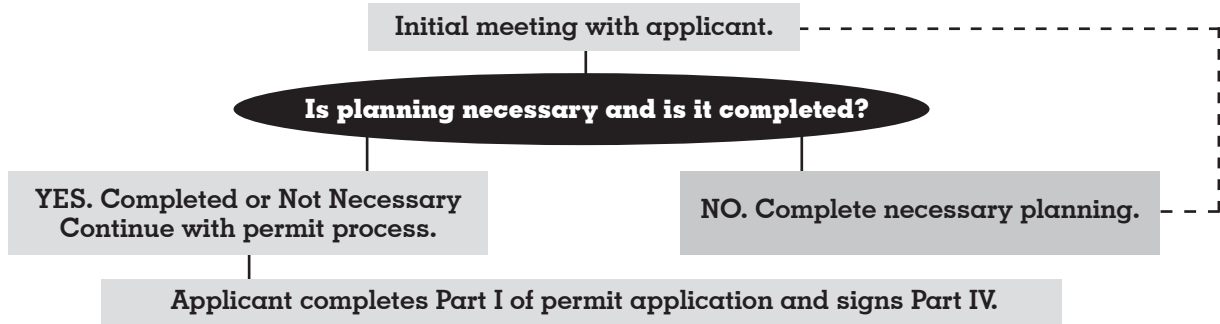
The purpose of this chapter is to:

- Understand an SEO's responsibilities when issuing an onlot sewage permit.
- Practice reviewing a permit application.
- Learn a filing system for the permit process.

# PERMIT PROCESS

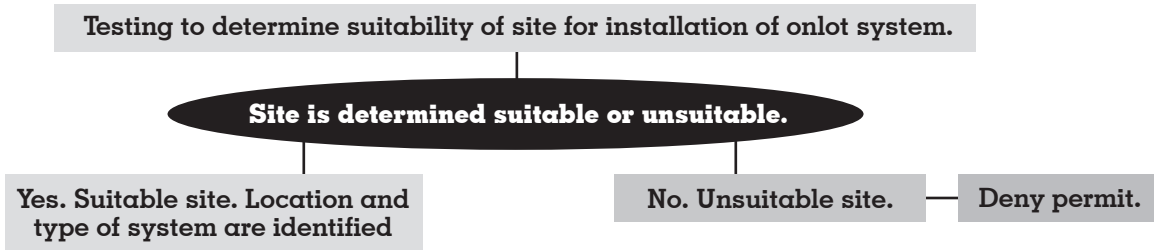
1

## PRELIMINARY STAGE



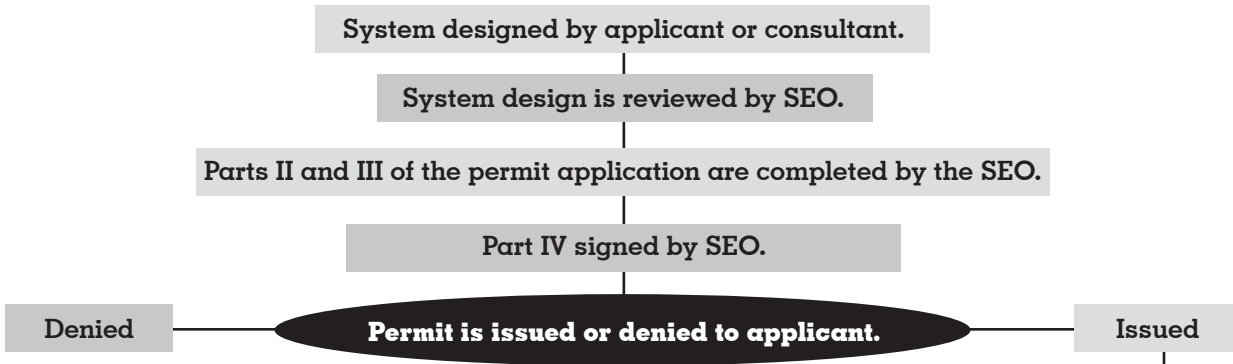
2

## SITE EVALUATION STAGE



3

## SYSTEM DESIGN STAGE



4

## INSPECTION STAGE

# Onlot Permit Process

## 1) PRELIMINARY STAGE

An owner of a lot comes to the SEO and asks how he/she can apply for an onlot sewage permit. The SEO will give the owner an application.

A) Applicant fills out part I and signs part IV of the application.

B) SEO verifies if planning has been done.

## 2) SITE EVALUATION STAGE

Note: When the applicant signs part IV, the SEO has been granted legal permission to enter the property to conduct testing.

**TESTING** (Acceptable testing may be used from the planning process, if applicable.)

Testing is either:

1) Completed by a consultant and \_\_\_\_\_  
by the SEO, or

2) Completed by the SEO.

**Results of tests:**

- Lot suitable for an onlot disposal system.
- Lot unsuitable for onlot disposal – A letter is sent to the applicant from the SEO explaining why the lot was unsuitable.

Appendix 16-A has a sample denial letter for an unsuitable lot.



NOTES

### **3) SYSTEM DESIGN STAGE**

- A) The applicant hires a consultant to design a system according to the regulations, or the applicant can design the system.**
- B) The application and all testing and design information are used to issue the permit.**

**There must be at least three copies of all the attached design information:**

- One copy is for the regional DEP office.**
- One copy is for the applicant.**
- One copy is for the local agency files.**
- Multimunicipal local agencies may require a fourth copy for a specific municipality.**

- C) The system design is reviewed by the SEO.**

- 1) The SEO makes sure everything in the design complies with the regulations.**
- 2) All calculations should be included with the permit design.**

**Note: Installers are not required to have the regulations. Because installers follow the design specifications, regulations are to be written into the design information.**



**NOTES**

# Checklist – Review of Onlot Sewage Permit Application



NOTES

This is a general checklist put together to help you review onlot permit applications. This is not an official DEP checklist.

Appendix 16-B has a copy of the checklist to be used for reviewing onlot sewage permit applications. This checklist may be useful to you once you become an SEO.

<u>Review items</u>	<u>Regulation specifications</u>	<u>Regulation compliance</u>
Applicant information	All information filled out and application signed (parts I and IV)	
Testing		
Slope	Correct system for slope	
Soil probe description	Limiting zone identified	
Percolation test	Correct depth of hole	
Stabilized readings		
Square ft. of absorption area		
Design		
Tanks	Liquid capacity of tank or tanks	
3 in. below inlet	Outlet pipe –	
	Inlet baffle – 6 in. into liquid depth	
	Outlet baffle – 40% into liquid depth	
	Manhole extension – grade to 12 in. from grade	
	Inspection port to grade	
	Solids retainer	
Distribution	Gravity flow	
	Pressure dosed	

<b>Pump tank</b>	<b>Correct pump selected</b>	
	Dose volume	
	Distance between on-and-off switches	
	Alarm	
	Electrical	
	Pump inlet – 6 in. from bottom of tank	
	Pump curve attached	
	Quick disconnect within arm's reach	
<b>Plot plan</b>		
<b>Isolation distances</b>	<b>Meet required isolation distances</b>	
<b>Building sewer</b>	<b>Changes in grade on plot plan</b>	
<b>Cleanouts</b>	<b>On plot plan</b>	
<b>Abs. area placement</b>	10 ft. from probes On top of percolation holes	
<b>Tanks/compartments</b>	On plot plan	
<b>Absorption area plan</b>		
	Diameter of manifold	
	Diameter of header pipe	
	"D" box	
	Diameter of laterals – 3 in. or 1-1/2 in.	
	Hole spacing	
	Hole size	
	Lateral spacing – max. 6 ft. apart	
<b>Side view of absorption area</b>		
	Sand specifications Type B #1 or #3	
	Aggregate specifications AASHTO #57	
	Square feet of aggregate 2 in. aggregate above pipe and 6 in. below lateral	
	Berm ratio 2:1	
<b>Cover between aggregate &amp; soil</b>		
	Untreated building paper	
	2 in. of straw	
<b>Review any notes</b>		
<b>All notes correct</b>		



**NOTES**

## **PARTS II AND III OF THE PERMIT APPLICATION**

After the SEO completes the permit design review, he or she will fill out parts II and III of the permit application.



NOTES



**JONES**

Use attached design information from the Jones permit to fill out parts II and III of the Jones permit application.

### **Sewage Planning**

You have checked for planning and found an approved planning module. Write A3-38920-081-2 in the DEP Code No. space. The module was approved on 6/25/03.

### **Fees Paid**

The applicant had a consultant do the actual testing so the only fee paid for the Jones permit at this point was the application fee of \$120 paid to the local agency. If the local agency charges a fee for the SEO inspection later in the process, this fee would be added here as well.



**JONES**

## **PART IV OF THE PERMIT APPLICATION**

SEO signs and dates part IV of the permit.

The Jones permit has been issued.



**JONES**

## **INSTALLATION PERMIT**

Fill out the installation permit.

# Record Keeping



NOTES

## FILING SYSTEM

- A filing system should be maintained by the local agency to help provide a well-organized administration of the onlot program.
- An accurate filing system will help an SEO carry out his or her job more efficiently.
- The filing system is a personal system that should be developed to best administer the onlot program for the local agency and the SEO.

## SAMPLE FILING SYSTEM (UP TO PERMIT ISSUED)

- 1) **Pending** – This file holds pending applications that have parts I and IV completed and are waiting for the permit to be issued or denied.
- 2) **Permit issued** – This file holds applications when the review of the design is completed and a permit is issued. These applications are waiting for final inspections.



## MAILINGS

As part of the process the application goes through, there are also two mailings that will need to be done.

- 1) Applicant** – Gets the yellow copy of the permit application, Site Investigation and Percolation Test Report form, attached design information, the installation permit, and a letter. All of this is mailed to the applicant once a permit is issued or denied.

A sample letter to accompany an issued permit is in section 16-D of the appendix.

Installation permit – This permit is issued by the SEO to be posted at the building site of the onlot system.

Appendix 16-E has a copy of the installation permit.

- 2) DEP Region** – Gets the pink copy of the permit application, Site Investigation and Percolation Test Report form, and attached design information. All of this is mailed to the DEP regional office once a permit is issued or denied.

Appendix 16-F has a list of DEP regional offices.



NOTES



## PERMIT DENIED

### Section 72.26

- 1) White copy and attachments are filed in the denied file.
- 2) Yellow copy and attachments are mailed to the applicant with a letter explaining why the permit was denied.
- 3) Pink copy and attachments are mailed to the DEP regional office.
- 4) Green copy is filed in the reimbursement file.

*Appendix 16-A has a sample letter for a denied permit.*



### EXERCISE 16-1

*Review part I of the permit application below and check for mistakes.*

#### PART I – APPLICANT AND SITE INFORMATION

1. Applicant name: Steve and Ann Miller  
Address: 100 Sycamore St.  
Town: Tree City, PA 11223  
Telephone No. Day: 717-555-2658 Night: 717-555-6843
2. Site address: 2589 Elm Lane  
Subdivision name: Howard Hess Lot # 30  
Municipality: Cactus Twp. Desert Co.  
  
Directions to the site: From the intersection of Routes 36 and 24, go 5 miles on 24. Take a left on Elm Lane.
3. Lot size: 2.2 acres
4. Type of facility to be serviced by this system:  
Single-family residential  
No. of bedrooms: 4 gal/day: 400 gallons  
Type of system: New
5. Facility water supply: Onlot well
6. Distance to the nearest existing or proposed private water supply: 75 ft.



NOTES



## KEY POINTS

- **Carefully review all mathematical calculations in the design of the system.**
- **Installers install the system according to the design specifications. Make sure the system design specifications comply with all regulations.**
- **A well-maintained filing system helps make the administrative duties of the SEO easier.**



## NOTES