

# Checklist – Review of Onlot Sewage Permit Application

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

<b><u>Review items</u></b>	<b><u>Regulation specifications</u></b>	<b><u>Regulation compliance</u></b>
<b>Applicant information</b>	All information filled out and application signed (parts I and IV)	
<b>Testing</b>		
Slope	Correct system for slope	
Soil probe description	Limiting zone identified	
Percolation test	Correct depth of hole	
Stabilized readings		
Square ft. of absorption area		
<b>Design</b>		
Tanks	Liquid capacity of tank or tanks	
	Outlet pipe – 3 in. below inlet	
	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	
Pump tank	Correct pump selected	
	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>		
Isolation distances	Meet required isolation distances	
Building sewer	Changes in grade on plot plan	
Cleanouts	On plot plan	
Abs. area placement	10 ft. from probes On top of percolation holes	
Tanks/compartments	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>		